

**South River Public Schools
21st Century Community Learning Centers (21st CCLC)
Staff Handbook
Grades 3-12 | 2026-2027**

"Academics First. Opportunities Beyond the Classroom."

Funded by the New Jersey Department of Education
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2026-2027 Staff Handbook



Academics First. Exploration Second. Success Always.

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Program Mission

The South River 21st Century Program extends academic, enrichment, wellness, leadership, and family-engagement opportunities beyond the regular school day. The program is designed to provide a safe, structured environment that combines tutoring, independent learning, academic enrichment, youth development, and meaningful relationships with caring adults.

Program Priorities

- Academic Success - provide targeted academic support, homework assistance, intervention, and structured academic enrichment.
- Enrichment and Exploration - provide meaningful opportunities in STEM, arts, technology, recreation, career readiness, leadership, wellness, and other areas.
- Character Development - reinforce respect, responsibility, kindness, empathy, leadership, safety, appreciation of diversity, and care for school property.
- Family and Community Engagement - strengthen communication, participation, partnerships, and opportunities for families.

Staff Standard: Every staff member is responsible for creating a safe, respectful, structured, engaging, and academically purposeful after-school environment.

Program Outcomes

- Improved academic performance and school attendance.
- Reduced disciplinary concerns.
- Improved social behaviors and relationships.
- Increased student engagement, leadership, and future readiness.

Program Components

The 21st CCLC program combines the following components across the Elementary, Middle, and High School sites:

- Arrival and snack/check-in procedures.
- Academic support, including tutoring, homework assistance, intervention, independent reading, and structured academic enrichment.
- Enrichment and exploration, including STEM, visual arts, health and fitness, mindfulness/yoga, board games, multicultural activities, dance, creative writing, crochet, sign language, movie review, social groups, stage crew, student council, athletics, college/career activities, and other clubs.
- Youth development, leadership, wellness, recreation, and relationship-building.
- Extracurricular participation for eligible Middle and High School students, including athletics and Schedule C activities.
- Family and community engagement, including events, surveys, advisory opportunities, and other program initiatives.
- Educational field trips, guest presenters, special events, and seasonal programming when scheduled.

Program Evaluation and Grant Accountability

The 21st CCLC Program is subject to evaluation and grant-reporting requirements. Staff may be asked to maintain or provide accurate attendance, participation, academic, behavior, activity, and implementation information and to support student/family feedback activities.

Program Schedules

The 21st CCLC Program operates after the regular school day. It does not operate on early-dismissal days, weekends, school vacation days, holidays, school-closure days, or other dates when after-school programming is canceled. Schedules may be adjusted for student needs, special events, field trips, guest presenters, athletics, or seasonal programming.

Weekly schedules identify the responsible teacher/staff member, location, day, and assigned program or activity. Program offerings and staff assignments may change and, as a result, staff are responsible for reviewing and following the most current schedule and rosters before each program session. If you will be absent, notify your Site Coordinator as soon as possible so appropriate coverage can be arranged.

Site	Arrival / Snack	Academic Support	Enrichment / Closing
High School	2:15-2:25 p.m. HS Cafeteria	2:25-2:56 p.m.	2:56-5:15 p.m. Enrichment / Athletics
Middle School	2:45-2:56 p.m. MS Cafetorium	2:56-3:26 p.m.	3:26-5:26 p.m. enrichment/athletics 5:26-5:45 p.m. closing/dismissal
Elementary School	2:45-2:56 p.m. MS Gym	2:56-3:56 p.m. (per current site schedule)	3:56-5:45 p.m. Enrichment / dismissal

Sign-In and Sign-Out Procedures for Staff

At the Start of the Assignment

- Report to the assigned location on time.
- Sign-in using the designated staff turnstile.
- Take student attendance; ensure all students are accounted for at each session

Before Leaving

- Account for all assigned students and ensure proper dismissal/check-out.
- Complete required attendance and participation records.
- Report incidents, injuries, or significant concerns.
- Return materials and equipment.
- Clean and restore the activity space for regular school-day use.
- Confirm that no students remain unsupervised as session transitions occur.
- Sign-out using the designated staff turnstile.

Sign-In and Sign-Out Procedures for Students

Arrival and Component Attendance

- Ensure students report directly to the designated 21st CCLC check-in area after the regular school day.
- **Elementary School:** Staff will record student attendance in the assigned tutoring rooms and promptly report any attendance discrepancies to the Site Coordinator.
- **Middle and High School:** Students must complete the required Turnstile sign-in upon arrival. Staff must verify attendance and promptly report any discrepancies to the Site Coordinator.
- Never permit one student to sign in for another student.
- Ensure students complete academic-support/tutoring attendance as required.
- Ensure students complete enrichment/activity attendance as required.
- If a student is on your roster but is not present, or a student appears who is not assigned/registered, notify the Site Coordinator promptly rather than informally moving the student between groups.
- Report recurring attendance concerns to the Site Coordinator/Director for follow-up.

Dismissal / Student Sign-Out (Crown Control and/or Site Coordinators Only)

No instructional staff are permitted to sign students out of program for departure.

- Students remain in the assigned dismissal location until released by 21st CCLC staff.
- Ensure students sign out of each session.
- Elementary and Middle School parents/guardians picking up from the cafeteria must sign in and enter the building to retrieve their child.
- Students may not leave the cafeteria independently unless officially designated as a walker and checked out by 21st CCLC staff.
- Release students only to authorized individuals; photo identification may be required.
- Do not implement an emergency dismissal change until it has been verified by program staff.
- Maintain supervision until every student has been appropriately released.

Late Pick-Up Procedure (Site Coordinators / Crowd Control Only)

1. After two late pick-ups of 10 minutes or more, a parent/guardian meeting will be scheduled.
2. The discussion, expectations, and next steps will be documented and provided to the parent/guardian.
3. Continued late pick-ups will be reviewed by program administration and possible removal may be considered only after interventions/supports and administrative review.

Student Supervision by Building (ES, MS, and HS)

Supervision Expectations for All Buildings

- Maintain active supervision and engagement during arrival, tutoring, enrichment, transitions, recreation, snack, and dismissal.
- Students must remain with assigned staff unless permission is given to move to another approved location.
- Keep students in assigned areas unless an approved transition or activity requires movement.
- Only one student may use the bathroom at a time unless an accommodation or emergency requires otherwise.
- Actively supervise transitions; students should not wander hallways or move independently between activities.
- Maintain accurate attendance and know which students are assigned to you.

Elementary School (ES)

- Arrival/snack is scheduled for 2:45-2:56 p.m. in the MS Gym.
- Academic support is scheduled for 2:56-3:56 p.m. according to the current site schedule.
- Enrichment/dismissal is scheduled for 3:56-5:45 p.m.
- Parents/guardians picking up from the cafeteria before 5:45 p.m. must sign in and enter the building. Only students officially designated as walkers may leave independently, and they must be checked out by 21st CCLC staff.

Middle School (MS)

- Arrival/snack is scheduled for 2:45-2:56 p.m. in the MS Cafetorium.
- Academic support is scheduled for 2:56-3:26 p.m.
- Enrichment/athletics is scheduled for 3:26-5:26 p.m., followed by closing/dismissal from 5:26-5:45 p.m.
- Parents/guardians picking up from the cafeteria before 5:30 p.m. must sign in and enter the building. Only students officially designated as walkers may leave independently, and they must be checked out by 21st CCLC staff.

High School (HS)

- Arrival is scheduled for 2:15-2:25 p.m. in the HS Cafeteria.
- High School staff may be assigned cafeteria duty from 2:15-2:25 p.m. Staff assigned to this duty must actively supervise students and ensure students do not leave the cafeteria without authorization.
- Academic support is scheduled for 2:25-2:56 p.m.
- Enrichment/athletics is scheduled for 2:56-5:15 p.m.

Locker Room Supervision

Staff members are NOT permitted to open or provide students access to the girls' or boys' locker room unless a staff member of the same gender is present to supervise the locker room. Students may not be given unsupervised access to either locker room.

Instruction

Academic Support

Academic achievement is the foundation of the South River 21st Century Program; instructional delivery must be customized to student's academic needs.

- Provide homework assistance, tutoring, intervention, independent reading, or structured academic enrichment as appropriate.
- Use assigned rosters and available student information to focus support on identified academic needs.
- Keep students actively engaged for the full academic-support period.
- Students without homework should participate in purposeful academic enrichment such as reading, mathematics/literacy practice, project-based learning, educational technology, or study-skills activities.

- Encourage students to ask questions, use available resources, and put forth appropriate effort.
- Document significant academic concerns or patterns and communicate them through the appropriate program channel.
- A student who refuses to participate appropriately in the academic component may lose enrichment privileges for that day or receive other appropriate interventions.

Enrichment Programming

Enrichment will extend learning beyond the classroom and promote creativity, collaboration, leadership, problem-solving, wellness, and personal growth. All instructional delivery is to be highly interesting / engaging, promote critical thinking, problem solving, and include career exploration.

- Prepare activities and needed materials before students arrive whenever possible.
- Maintain a clear learning or engagement objective for the session.
- Take attendance and know which students are participating in the activity.
- Keep students in the assigned activity space; do not permit informal switching between clubs or rooms.
- Provide active supervision during hands-on, athletic, technology, culinary, arts, and recreational activities.
- Build in opportunities for students to create, perform, present, reflect, demonstrate, or otherwise show what they learned when appropriate.
- Return spaces and materials to their expected condition at the end of the session.

Middle and High School Athletics / Schedule C

Participation in school-sponsored athletics requires enrollment in the 21st CCLC Program, including completion of all required registration procedures. All student-athletes must report to and attend the 21st CCLC Program on days when they have a scheduled practice or game. Student-athletes who are failing one or more classes must participate in a 30-minute academic tutoring session prior to reporting to their scheduled athletic activity. Student-athletes who are not failing one or more classes are not required to participate in the 30-minute academic tutoring session. During this time, they may participate in approved 21st CCLC activities or use the designated period to complete homework, classroom assignments, or other academic work before reporting to their athletic activity. On practice and game days, all student-athletes must follow established 21st CCLC attendance and sign-in procedures before participating in their extracurricular activity.

Technology and Educational Materials

- District technology is for educational purposes.
- Students should access only staff-approved websites, applications, and resources.
- Report damage or technical concerns and reinforce responsible handling.
- Students may not bypass filters/security settings or use unauthorized games/social media.

Health & Safety

General Safety and Student Movement

- School-day safety rules remain in effect during 21st CCLC programming.
- Weapons and look-alike weapons, tobacco/vaping products, alcohol, drugs, and illegal substances are prohibited.
- Harassment, intimidation, bullying, sexual harassment, and other prohibited conduct must be addressed under district policy.
- Student and family records must be treated as confidential and accessed only by authorized personnel.
- Visitors must follow district visitor and site security procedures.
- Never transport a student in a personal vehicle.

Emergency Procedures

- Follow South River Public Schools procedures and administrative/public-safety directions during fire, evacuation, shelter, security, environmental, weather, utility, or other emergencies.
- Participate fully in required after-school fire and safety drills and account for assigned students.
- For serious or life-threatening conditions, contact emergency medical services according to district procedures and ensure the parent/guardian is notified.
- Complete required incident/injury documentation in accordance with district procedures.

Health, Medical Needs, and First Aid

- Follow school health-office procedures for documented medical conditions and dietary needs.
- A student who becomes ill must remain supervised while the parent/guardian or emergency contact is notified as appropriate.
- Medication administration during 21st CCLC hours must follow district health-office procedures, required physician orders/parent authorization, and applicable law.
- Provide basic first aid only within the scope of your training and district procedures.
- Complete required incident/injury reports.

Snack and Food Safety

- Supervise students during snack and reinforce seated, respectful behavior.
- Ensure students clean their eating area and dispose of trash.
- Be mindful of documented allergies and dietary restrictions.
- Students should not share food or beverages unless specifically approved.
- Outside food must comply with site allergy restrictions.

Mandated Reporting

Program staff are mandated reporters and must follow applicable New Jersey law and South River Public Schools procedures regarding suspected child abuse or neglect.

Student Behavior and Restorative Practices

All participants must follow the South River Public Schools Student Code of Conduct, Board of Education policies, school rules, and 21st CCLC expectations.

Immediate Administrative Attention: Fighting, threats, assault, weapons/dangerous objects, drugs/alcohol/tobacco/vaping, serious harassment/bullying, leaving assigned areas without permission, or other serious safety concerns should be referred immediately.

Educational Field Trips and Special Events

- Verify required written parent/guardian permission before participation.
- Maintain accurate attendance and conduct student counts before departure, upon arrival, before leaving the destination, and upon return as appropriate.
- Keep students with assigned groups unless directed otherwise.
- Enforce staff, chaperone, bus, school, and host-site rules.
- Model and reinforce respectful representation of South River Public Schools.
- Report incidents or safety concerns promptly.

Student eligibility may consider regular program attendance, active participation in academic support and enrichment, positive behavior, compliance with program/district policies, and completed permission forms.

Staff Responsibilities

All 21st Century staff members share responsibility for maintaining a safe, structured, engaging, and academically purposeful program. Specific responsibilities vary by position; however, all staff are expected to maintain active supervision, follow program procedures, communicate concerns promptly, maintain accurate student information, and support consistent implementation of the 21st CCLC Program.

Instructors

Instructors are responsible for delivering academic support and enrichment activities while maintaining a safe, structured, and engaging learning environment.

- Report to the assigned location on time and be prepared before students arrive.
- Review current rosters, schedules, and student assignments each program day.
- Provide tutoring, homework assistance, academic intervention, or enrichment aligned with the assigned program component.
- Prepare appropriate lessons, activities, materials, and resources in advance.
- Maintain accurate attendance for all assigned students and immediately report discrepancies.
- Keep students actively engaged and appropriately supervised throughout the assigned session.
- Differentiate support based on students' academic and developmental needs when appropriate.
- Reinforce program expectations for behavior, participation, safety, and respectful interactions.
- Communicate academic, behavioral, attendance, or safety concerns to the Site Coordinator.
- Maintain the classroom or activity space and return it to its original condition before leaving.
- Collaborate with school-day staff and program personnel when needed to support student progress.

Academic remediation in mathematics and language arts must be provided by appropriately certified instructional staff in accordance with NJDOE 21st CCLC requirements.

Site Coordinators

Site Coordinators are responsible for the daily operation, coordination, and delivery of services at their assigned program site, consistent with NJDOE requirements and South River 21st CCLC procedures.

- Oversee daily program operations at the assigned building.
- Ensure staff and students are in their assigned locations and have completed required attendance/sign-in procedures.
- Monitor classrooms and activities to ensure programming is being delivered as scheduled and intended.
- Coordinate student arrival, transitions, dismissal, parent/guardian pick-up, and walker procedures.
- Ensure adequate student supervision throughout the program.
- Coordinate and distribute daily snacks.
- Monitor staff attendance and communicate coverage needs promptly.
- Address immediate student, staff, family, scheduling, and operational concerns.
- Ensure field trips and special activities are implemented as scheduled and that emergency contact information is accessible.
- Communicate with school-day teachers and other appropriate personnel regarding specific student needs.
- Maintain communication with the Director regarding attendance, staffing, safety, behavioral concerns, incidents, and program implementation.
- Ensure incidents, injuries, and significant concerns are appropriately documented and reported.
- Support accurate collection of attendance and program data.
- Ensure classrooms, common areas, and program spaces are appropriately maintained at the conclusion of programming.

These responsibilities closely reflect NJDOE's required Site Coordinator duties, including ensuring staff and students are in assigned classrooms and signed in, overseeing activities and student pick-up/drop-off, coordinating snacks and field trips, and communicating with school-day teachers.

Crowd Control

Crowd Control staff support safe and orderly student movement, common-area supervision, arrival, transitions, and dismissal.

- Report to the assigned supervision location on time.
- Maintain active supervision in cafeterias, gyms, hallways, entrances/exits, dismissal areas, and other assigned common spaces.
- Monitor student movement and prevent students from wandering or entering unauthorized areas.
- Assist with orderly transitions between snack, tutoring, enrichment, athletics, and dismissal.
- Help ensure students report to their assigned locations.
- Support arrival and dismissal procedures, including calling students for pick-up when assigned.
- Communicate clearly with Site Coordinators and other dismissal staff regarding which students have been called, released, or are still waiting.
- Monitor doors and exits and ensure students do not leave without authorization.
- Assist with maintaining safe student flow during high-volume transition periods.
- Use available communication systems, including radios when assigned, to request assistance or communicate student locations.

- Immediately report missing students, unauthorized departures, conflicts, unsafe behavior, or other concerns to the Site Coordinator.
- Remain at the assigned supervision post unless directed otherwise or properly relieved.

Data Clerk

The Data Clerk is responsible for maintaining accurate program attendance, registration, participation, and other required program data.

- Collect, organize, review, and maintain student registration and program documentation.
- Review attendance records for completeness and accuracy.
- Maintain and reconcile Turnstile attendance and other required attendance records.
- Identify missing, duplicate, incomplete, or inconsistent attendance information and communicate discrepancies to the Site Coordinator and/or Director.
- Maintain student participation information needed for program monitoring and reporting.
- Enter required information into PARS21 and other applicable state or federal data systems as assigned.
- Maintain organized attendance sheets, registration forms, program forms, and supporting documentation.
- Assist with preparation of attendance and participation reports.
- Support documentation required for grant monitoring, evaluation, audits, and reporting.
- Protect the confidentiality of student and family information.
- Complete other program-related administrative and data responsibilities assigned by the Director.

Professional Expectations

All 21st Century staff members are expected to:

- Report to their assigned location on time, prepared to begin their responsibilities before students arrive.
- Review current schedules, rosters, student assignments, and program updates each day.
- Follow all 21st CCLC procedures, South River Public Schools policies, and administrative directions.
- Maintain active supervision and ensure student safety at all times.
- Remain at the assigned location and fulfill the entire scheduled assignment unless otherwise directed or authorized.
- Provide a positive, structured, inclusive, and respectful environment for all students.
- Keep students actively engaged in appropriate academic, enrichment, recreational, or program activities.
- Maintain accurate attendance, participation records, and other required program documentation.
- Communicate effectively and professionally with students, families, colleagues, Site Coordinators, and program administration.
- Communicate promptly when assistance is needed rather than allowing supervision, safety, attendance, or operational concern to continue.
- Maintain the confidentiality of student and family information.
- Demonstrate professionalism, flexibility, collaboration, and a willingness to support the overall needs of the program.
- Serve as a positive role model through appropriate language, behavior, interactions, and professional appearance.
- Maintain classrooms, common areas, materials, technology, and equipment appropriately and return program spaces to their expected condition.
- Report attendance discrepancies, student concerns, incidents, injuries, safety concerns, or other significant issues to the Site Coordinator or Director promptly.
- Submit one timesheet for each pay period; questions regarding rejected timesheets are to be reviewed with site coordinators.
- Submit instructional activity summaries to site coordinator.

These expectations reinforce responsibilities already established throughout the handbook for supervision, attendance, communication, safety, confidentiality, and care of program spaces.

Professional Conduct

All 21st Century staff members are expected to maintain professional conduct and appropriate boundaries throughout the program. Staff members must:

- Treat students, families, colleagues, visitors, and community partners with respect, fairness, professionalism, and kindness.
- Maintain appropriate professional boundaries with students at all times.
- Use appropriate language and communication when interacting with students, families, and colleagues.

- Avoid inappropriate conversations, physical contact, or personal relationships with students.
- Follow all district policies related to harassment, discrimination, workplace conduct, confidentiality, student safety, and professional behavior.
- Avoid leaving students unsupervised and remain aware of student locations throughout the assigned program period.
- Use personal cell phones only when appropriate and in a manner that does not interfere with student supervision or assigned responsibilities.
- Address disagreements or concerns professionally and through the appropriate chain of command.
- Refrain from discussing confidential student, family, or personnel matters in public areas or with individuals who are not authorized to receive the information.
- Immediately report serious safety concerns, inappropriate conduct, suspected abuse or neglect, significant student behavior, or other matters requiring administrative attention.
- Follow established procedures for student attendance, dismissal, emergencies, incidents, injuries, and behavior concerns.
- Represent South River Public Schools and the 21st Century Community Learning Centers Program in a positive and professional manner.
- Ask the Site Coordinator or Director for clarification whenever unsure about a procedure rather than making a decision that could affect student safety or program operations.

Communication / Questions and Concerns

Communication with Families and Program Staff

- Communicate respectfully and professionally.
- Share significant concerns through the appropriate program/site channel.
- Do not discuss confidential information in public spaces or with unauthorized individuals.
- Refer extended meetings or complex concerns to the Site Coordinator/Director when appropriate so student supervision is not compromised.
- Support family engagement events, surveys, advisory opportunities, and other program initiatives as assigned.

Questions, Concerns, and Site Coordination

- Communicate attendance, supervision, scheduling, behavior, academic, or safety concerns promptly to the Site Coordinator or Director.
- When staffing or program offerings change, review and follow the most current weekly schedule.
- If you will be absent, notify the Site Coordinator as soon as possible so coverage can be arranged.

When in Doubt: Safety First: Keep the student supervised, preserve accurate attendance/location information, and contact the Site Coordinator or program administration for direction.

Source Documents Used

This staff handbook was developed from the 2026-2027 South River 21st Century Community Learning Centers Student & Parent Handbook and the Elementary School, Middle School, and High School 21st CCLC schedules. Current administrative directions and updated weekly schedules supersede older schedule details when changes are issued.

Quick-Reference Checklist for Staff

Use this checklist daily to help ensure a safe, organized, and successful program. This is a quick reference and does not replace the detailed procedures in this handbook.



Before the Program (Before Students Arrive)

- ☐ Arrive on time at the assigned location.
- ☐ Sign in using the required staff sign-in procedure.
- ☐ Review the daily schedule, roster, and student assignments.
- ☐ Prepare the classroom/space, materials, and activities.
- ☐ Check that technology and materials are working.
- ☐ Communicate with the Site Coordinator if there are any concerns or if a staff member is absent.
- ☐ Be in position and ready before students arrive.



During the Program (While Students Are On-Site)

- ☐ Maintain active supervision at all times.
- ☐ Follow the program schedule and support smooth transitions.
- ☐ Provide academic support, enrichment, and/or recreation as assigned.
- ☐ Keep students engaged and on task.
- ☐ Enforce program expectations for safety, behavior, and respectful interactions.
- ☐ Take daily attendance and verify student sign-in/sign-out as required.
- ☐ Communicate any concerns (attendance, behavior, safety, etc.) to the Site Coordinator.
- ☐ Ensure students remain in approved areas.
- ☐ Follow all health, safety, and emergency procedures.



Before Leaving (End of Shift)

- ☐ Ensure all students have been dismissed using the correct sign-out procedures.
- ☐ Check that classrooms, common areas, and materials are clean and returned to their original condition.
- ☐ Turn in required documentation (attendance sheets, incident reports, other forms) to the Site Coordinator or Data Clerk.
- ☐ Sign out using the required staff sign-out procedure.
- ☐ Communicate any important information or follow-up items to the Site Coordinator.
- ☐ Ensure the program space is secure before leaving.
- ☐ Report any maintenance, safety, or equipment issues.

21st Century Community Learning Centers Staff Acknowledgment

I acknowledge that I have received and reviewed the South River Public Schools 21st Century Community Learning Centers Staff Handbook for the 2026-2027 school year. I understand that I am responsible for following South River Public Schools policies, 21st CCLC program procedures, current site schedules, safety expectations, attendance requirements, and administrative directions.

Staff Name: _____

Staff Signature: _____

Position/Site: _____

Date: _____