

Bleckley 21st CCLC & ACE Club

Sponsored by:

**Bleckley 21st Century Community
Learning Center Initiative**

In partnership with the
**Bleckley County School System
& Communities In Schools/
Family Connection Community Partnership**

Bleckley County After School Program
(478) 934-4300

Parent/Student Handbook



Communities
In Schools



Communities In Schools/Family Connection of Cochran/Bleckley County is a local non-profit dedicated to "surrounding students with a community of support, empowering them to stay in school and achieve in life."

2022-2023

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ACE Club

Sponsored by: Bleckley 21st Century Community Learning Center

Contact Information:

To request information and or register a student/s or request a transportation change please contact

Michelle Miller at 478-934-4300 Ext. 1. or Email: mmiller@bleckleyschools.org

Pamela Moore 478-934-4300 Ext. 2 or Email: pmoore@bleckleyschools.org

Introduction

The Bleckley Board of Education and the governing board of Communities In Schools/

Mission

The mission of the ACE Club sponsored by Bleckley 21st Century After School Program is to offer an environment for the children of Bleckley County in grades K through 8, where developing self-esteem, creativity, and individual growth through hands-on experiences, peer interactions and adult supervision are provided.

Philosophy

The ACE Club sponsored by Bleckley 21st Century After School Program is designed to provide a safe, fun, and enriching place for students in the Bleckley County School System. It will serve students who are in grades K through 8 after school, Monday through Thursday, from August 15, 2022 until May 4, 2023. The 21st Century After School Program is dedicated to helping children build self-confidence in a supervised, yet relaxed atmosphere, through day to day interactive play with their peers, homework assistance, tutorial academic review and a variety of enrichment activities. The students will also be exposed to many mentors and programs to help build knowledge about themselves and their environment. Communication and conflict resolution skills are stressed. All of these components add up to a quality program which enhances the lives of the children and is a valuable service to working parents.

Eligibility

Student eligibility is based on Georgia Milestones scores, academic grades, progress report grades, report card grades and teacher/counselor recommendations regardless of their gender, race, national origin, color, disability or age. Counselors will also refer students with risk factors such as attendance or social or emotional support needs.

Counselors will confirm referrals with principals and ACE Club 21st CCLC staff will contact parents for an orientation and registration process appointment. Students will then be enrolled in ACE Club 21st CCLC. If, after the initial enrollment screening period there are remaining empty slots, classroom teachers will be able to identify additional students who will be offered the opportunity to enroll in the program.

Referrals may include students with special needs. Bleckley County does not have a private school within the county, but any students that resides in Bleckley County and are attending a private school in another county is eligible to be referred to and attend Bleckley 21st CCLC and ACE Club Bleckley 21st CCLC.

Important Dates

Bleckley 21st CCLC operates at one location: 259 E Peter Street, Cochran Georgia 31014

Observed Holiday for Bleckley County:

Labor Day	September 5, 2022
Fall Break	October 10-14, 2022
Thanksgiving Holidays	November 21-25, 2022
Christmas Holidays	December 16, 2022--January 3, 2023
MLK Holiday	January 16, 2023
President's Day	February 20, 2023
Spring Break	April 4-6, 2023
Last Day of 21st CCLC Afterschool	May 4, 2023

Bleckley 21st Century Community Learning Center

Goals and Objectives

Goal #1: Improve academic performance

1.1: Each year of the grant, a minimum of 55% of the students actively participating (attending at least 30 sessions) in the program will improve their reading grades.

1.2: Each year of the grant, a minimum of 55% of the students actively participating (attending at least 30 sessions) in the program will improve their language arts grades.

1.3: Each year of the grant, a minimum of 55% of the students actively participating (attending at least 30 sessions) in the program will improve their mathematics grades.

1.4: Each year of the grant, a minimum of 55% of the students actively participating (attending at least 30 sessions) in the program will improve their science grades.

1.5: Each year of the grant, a minimum of 55% of the students actively participating (attending at least 30 sessions) in the program will improve their social studies grades.

1.6: Each year of the grant, 50% of actively participating students in grades 3-8 will score at Developing Learners Level or higher on the reading/ELA section of the Georgia Milestones Assessment System.

1.8: Each year of the grant, 50% of actively participating students in grades 3-8 will score at the Developing Learners Level or higher on the math section of the Georgia Milestones Assessment System.

1.9: Each year of the grant, 50% of actively participating students, in grades 3 - 8, will score at the Developing Learners Level or higher on the science section of the Georgia Milestones Assessment System.

1.10: Each year of the grant, 50% of actively participating students, in grades 3 - 8, will score at the Developing Learners Level or higher on the social studies section of the Georgia Milestones Assessment System will be a minimum of 75%

Goal #2: Improve student attendance, homework completion, class participation and behavior

2.1: Each year of the grant, a minimum of 95% of the students actively participating in the program will be absent from school for 15 days or less.

2.2: Each year of the grant, a minimum of 75% of students actively participating in the program will demonstrate improvement in homework completion.

2.3: Each year of the grant, a minimum of 75% of students actively participating in the program will demonstrate improvement in class participation.

2.4: Each year of the grant, a minimum of 75% of students actively participating in the program will demonstrate improvement in behavior.

2.5: Each year of the grant, a minimum of 90% of students actively participating in the program will be promoted to the next grade level.

Goal #3: Improve family involvement

3.1: Each year of the grant, a minimum of 80% of the parents/ guardians who attend at least one family related session will state that they have gained increased knowledge regarding encouraging and supporting their child's academic success.

3.2: Each year of the grant, a minimum of 70 family members of participating students will attend at least one literacy and related education development opportunities.

RECRUITMENT

Students will be selected for participations in the ACE Club Bleckley 21st CCLC Program through referral from the school counselor based on risk factors to include: academic failure, low or failing test scores in reading, math, language arts, science and/or social studies regardless of their gender, race national origin, color, disability or age. Referrals may include students with special needs.

Counselors will also refer students with risk factors such as attendance or social and emotional supports needs. The counselor will confirm the referrals with the principal and ACE Club Bleckley 21st CCLC staff will contact parents for an orientation and registration process appointment. In some situations, the site coordinator may make a home visit to facilitate the parental permission form process.

Student will then be enrolled in the ACE Club Bleckley 21st CCLC Initiative. If, after the initial enrollment screening period there are remaining empty slots, classroom teachers will identify additional students who will be offered the opportunity to enroll in the Initiative.

Referrals may include students with special needs. Bleckley County does not have a private school within county, but any Bleckley County student attending a private school in another county is eligible to be referred and attend 21st CCLC.

ACCEPTABLE USE AND INTERNET SAFETY GUIDELINES FOR THE COMPUTER NETWORK OF THE BLECKLEY COUNTY SCHOOL DISTRICT

The Bleckley County School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet; The world-wide web network that provides means of accessing significant educational materials and opportunities.

In order for the school district to be able to continue to make its computer network and internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below are the Acceptable Use and Internet Safety Guidelines of the school district and the data acquisition Site that provides Internet access to the school district. Upon reading the guidelines and signing and returning the Student's Agreement as the students and is agreeing to follow the guidelines. If a student is under 18 years of age he or she also must have his

Acceptable Usage Policy—Continued

or her parents or guardians read the guidelines and sign the agreement. This school district will not provide access to any student who, if 18 or older, fails to sign and submit the agreement to the school as directed or, if under 18, does not return the agreement as directed with the signatures of the students and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact your school's administrator. If any use violates the guideline, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

I. PERSONAL RESPONSIBILITY

By signing this agreement, you are agreeing not only to follow the rules in these guidelines, but are agreeing to refrain from any other misuse of the network that is not included in the guidelines, but has the effect of harming another or his or her property.

II. TERM IF PERMITTED USE

A student who submits to the school, as directed a properly signed agreement and follows the guidelines to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new agreement each year during which they are students in the school district before they are given access to the Internet.

III. ACCEPTABLE USES

1. Educational Purposes Only The school district is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the supervising faculty or staff member to help you decide is a use is appropriate.
2. Unacceptable Uses of Network Among the uses that are considered unacceptable and which constitute a violation of the guidelines are the following:

Acceptable Usage Policy—Continued

2. Uses that causes harm to others or damage to their property. For example, do not engage in defamations (harming another's reputation by lies); employ another's password or some other use identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse" "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
5. Netiquette. All users must abide by rules of network etiquette, which include the following:
 6. Be Polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 7. Avoid language and uses which may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
 8. Do not assume that a sender of email is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her email address to third parties. This should only be done with permission or when you know that the individual would have no objections.
 9. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipients system and is in a format which the recipient can open.

IV. INTERNET SAFETY

1. General Warning. Individual Responsibility of Parents and Users All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network or Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the supervising faculty or staff member of the school administrator.
2. Personal Safety Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you meet on the computer network or Internet without your parent's or guardians permission. (if you are under 18 years of age). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

Acceptable Usage Policy—Continued

Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connections with such usage. All such information files shall be and remain the property of the school district and the user shall have any exception of privacy regarding such materials.

VI. FAILURE TO FOLLOW GUIDELINES

The user's use of the computer network and Internet is a privilege, not a right. A user who violate these guidelines shall, at minimum, have his or her access to the computer network or Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment in the school district. A user violates these guidelines by his or her own action or by assisting another user in violating these guidelines or be concealing another user's involvement in such activities. Further, is passwords are assigned, a user violates this agreement if he or she permits another to use his or her account or password to access the computer network or Internet, including any use whose access had been denied or terminated. The school district may also take other disciplinary action in any of the above-mentioned circumstances.

VII. ASSURANCES

The school district cannot provide an absolute assurance that students will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. However, the district will ensure that all practicable precautions will be taken to keep students safe from legal and/or inappropriate material. The district shall not be responsible for any claims, losses, damages or costs (including attorney fees) of any kind suffered, directly or indirectly, by any user or his or her parents(s) or guardians) arising out of the user's use of the computer networks of the Internet under these guidelines.

1. Uses that violated the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer or sale or use any substance the possession or use of which is prohibited by the school district's student code of conduct; view, transmit or download or transmit confidential, trade secret information, or copyrights materials. Even is materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. Hacking and other Illegal Activities It is a violation of these guidelines to use the school's network or the internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any uses which violates state or federal law relating to copyright trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
3. Confidentiality of Student Information Personally identifiable information concerning students may not be disclosed or used in any way on the internet without the permission of a parent or guardian or, if the student is 18 years od age or older the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet such as home addresses, home telephone numbers, or particularly credit card numbers or Social Security numbers.
4. Active Restriction Measures The school, either by itself or in combination with the Data Acquisitions Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that the (i) obscene, (ii) child pornography, or (iii) harmful to minors. The school will also monitor the online activities of students, thorough direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Dress Code

The dress code in the center is the same dress code that applies at the day school.

Bleckley 21st CCLC Afterschool and Summer Camp Goal

The goal of the Bleckley County After School, ACE Club and Summer Camp Program is to provide a safe environment with quality, well supervised after school activities for its students. These activities are well designed to meet the needs of the students in order to help them become productive well-rounded citizens.

These goals are accomplished by:

- Offering activities that will stimulate new interests and increase knowledge of the humanities.
- Arranging activities that will encourage creativity and build self-confidence among the students.
- Helping students to recognize and respect figures of authority.
- Assisting students in developing socialization skills.
- Teaching students the important value of a complete education.

Bleckley 21st CCLC Afterschool, ACE Club and and Summer Camp Objectives

- Program activities and events will be supervised at all times.
- Program activities will enhance students school experiences whenever possible.
- Program activities will increase parental and student involvement in the educational process..
- Program activities will strengthen the relationship between the schools and the community.

Homework Philosophy

A function of the 21st Century After School Program will be to assist students in problem academic areas. **The Program is not an exclusive academic tutorial program; however assistance will be provided under the following conditions.**

- The student must realize that the responsibility for completing homework assignments ultimately rests with the students.
- Academic assistance may be in the form of group or individual sessions assistance

Attendance Policy

All students must attend regularly to receive the full benefits of the after school program. Early dismissal is considered 4:30pm. Students signed out before then are considered absent from the program for that day.

Students with chronic unexcused absences may be dismissed from the program.

Behavior Management/Discipline Rules and Regulations

- The first 30 days are a trial period for all students . If a student has a discipline problem within the first 30 days, he/she may be dropped from the program.
- There will be no running in the hallways.
- Bullying an use of profane, vulgar or obscene words will result in one warning and upon the 2nd occurrence will result in a 3 day suspension.
- The following disciplinary problems will result in an automatic 3 day suspension.
 - ◆ -Fighting
 - ◆ -Disruptive and disrespectful behavior.
 - ◆ -Inappropriate physical contact with another students
 - ◆ -Theft

IMPORTANT: Students with chronic behavior issues (students with 1 or more behavior issues per semester at day school) may be enrolled in the program only after a meeting with school administrators, counselors, program director/site coordinators, and parent/guardian (PARENT/GUARDIAN MUST ATTEND MEETING). Upon acceptance the students will be enrolled on a probationary period of up to 6 weeks, upon the completion of the probationary period 21st CCLC will conduct another meeting to determine if the student can remain in the program.

- Discipline problems will be referred back to the principal of the day school.
- Upon receiving the 2nd disciplinary problem, the students are subject to dismissal from the program.

Teachers, tutors and students will participate in the district wide “Capturing Kids Hearts” behavior management plan. Teachers will create a Social Contract with their class and post the contract in their class.

SUPERVISION

Supervision of students is one of the **PRIMARY RESPONSIBILITIES** of the staff members in the classroom assigned. Students are the responsibility of the adult to whom they are assigned at that time.

Student discipline is the responsibility of the staff in the classroom in regards to minor incidences. Any and all student discipline that involves fighting or more serious misconduct or a repeat offense should be referred to your immediate supervisor, which is usually the Site Coordinator and the Program Director.

The Program Director will consult with the Principal at the child’s school to determine appropriate action if not otherwise stated in the student handbook, No staff of 21stCCLC or other CIS/FC initiatives are allowed to administer corporal punishment.

Teachers, tutors and students will participate in the district wide “Capturing Kids Hearts” behavior management plan. Teachers will create a Social Contract with their class and post the contract in their class.

Policies and Procedures

All policies and procedures that apply to each day school also apply while students are in the center.

Snacks

A nutritious snack will be provided for all students of the Bleckley County After School Program each day.

Daily Programming Schedule

Primary Royal Academy (at the Primary School) Daily/Weekly Schedule					
Site Group	3:00-4:00 p.m.	4:00-4:50 p.m.	4:50-5:40 p.m.	5:40-6:00 p.m.	6:00PM
Kindergarten	Transition from day classroom to 21 st CCLC classroom, roll call, snack, enrichment/recreation	Language Skills	Math Skills	Supper Meal	Assemble for bus loading
1st Grade	Transition from day classroom to 21 st CCLC classroom, roll call, snack, enrichment/recreation	Homework	Reading/Math Tutorial	Supper Meal	Assemble for bus loading
2nd Grade	Transition from day classroom to 21 st CCLC classroom, roll call, snack, enrichment/recreation	Homework	Reading/Math Tutorial		Assemble for bus loading
ACE Club @ BCES & Royal Academy at the Middle School Daily/Weekly Schedule					
Site Group	3:15-3:30p.m.	3:30-4:20 p.m.	4:20-5:10 p.m.	5:10-6:00 p.m.	6:00-6:15p.m.
3rd	Snack	Homework Assistance	Mon/Wed: Rec Tues/Thurs: Enrich	Tutoring	Assemble for bus loading
4th	Snack	Homework Assistance	Tutoring	Mon/Wed: Rec Tues/Thurs: Enrich	Assemble for bus loading
5th	Snack	Homework Assistance	Tutoring	Mon/Wed: Enrich Tues/Thurs: Rec	Assemble for bus loading
Middle School	Snack	Mon/Wed: Rec Tues/Thurs: Enrich	Homework Assistance	Tutoring	Assemble for bus loading

Below are 21st CCLC's emergency preparedness policies. All 21st CCLC staff and students perform routine safety drills throughout the year.

FIRE

Steps of Action:

1. Report fire to the office. Pull alarm if station is near you.
2. Close all windows and doors to confine fire.
3. Evacuate building to assigned place, moving at least 300 feet from building.
4. Take "to go kit" and emergency packets including class roll with you.
5. Call roll and report to assigned person when clear of the building.

Custodian is to shut off the power and the gas to the building, if possible, during the evacuation, if an actual fire is determined to be present in the building.

THUNDERSTORM AND TORNADO PROCEDURES

Steps of Action:

1. Students should proceed to their designated position facing the wall and assume a kneeling position (or sit cross-legged), head down, hands covering head.
2. Students in an unsafe location at the time of the drill will go to a pre-designated location when directed by the teacher.
3. Students will not be permitted to leave the school (for field trips or other events) during a watch or warning. If students are on a local field trip at the time inclement weather occurs, bus drivers will be alerted to get students back on the bus and return to school.
4. Teachers should close windows and doors to the classroom.
5. Teacher should take emergency information packets, including class rosters, with them during the drill and kneel behind their classes to be sure that the students are following instructions.
6. The all-clear signal will be an intercom message by Mrs. Moore or Mrs. Miller

INTRUDER/HOSTAGE OR TERRORIST SITUATION

Steps of Action:

1. Staff who spots intruder will inquire as to his/her business and will report situation to principal.
2. Report to the administration any suspicious activity of persons on campus.
3. Administrator will assess the situation.
4. If required, the principal will give the intruder alert signal to initiate a lock-down. All classroom doors, offices and doors to the building should be locked.
5. Secure the building from further entry by unauthorized persons.
6. Call sheriff's department, 911. Give description.
7. Follow sheriff's instructions.

Fraud, Waste and Abuse Policies

If you feel that any fraud, waste, abuse or noncompliance has been committed please notify Executive Director, Pamela Moore at 478-934-4300.

Cash Management

This is a reimbursable grant only . There are no cash transactions (other than donations) which apply to Bleckley 21st CCLC. When donations are made to Bleckley 21st CCCL, the funds are deposited in the Communities In School account. When monies are needed to acquire items/services a purchase order is requested.

Advisory Council

The Bleckley 21st CCLC Advisory Council is comprised of: Assistant Superintendent (acting as A.S. and Collaborative board member), Special Programs director, School Administrators, Teachers, Parents, and Students. The goal is to aid in the planning, operations, program needs, evaluations and offer suggestions in reference to the 21st CCLC Program. Two meetings will be held during the school year.

Nepotism Policy

Hiring and promotion preferences will not be given to immediate family members of Bleckley 21st CCLC and ACE Club administrative staff (that is, Program Director and Site Coordinator)

Conflict of Interest Policy

Bleckley 21st CCLC and ACE Club employees must conduct business according to the highest ethical standards. All hours charged to 21st CCLC funds must be expended pursuant to the current goals and objectives. No recourses or hours will be used for personal gain. Violations of this policy will result in immediate and appropriate discipline which may include immediate termination.

Transportation

Transportation is provided to and from the centers by the Bleckley County School System. Currently, 21st CCLC uses buses for our program. Parents or guardians may pick up students. All students that are to be picked up by parents or guardians should be picked up no later than 6:00 p.m. Students must be signed out in the office. **Upon the 2nd late pickup or second time buses attempt to deliver and no one is home the student will be dropped from the program.**

Transportation Plan:

Primary Royal Academy: Students attending are sent their teachers after regular day school dismisses at 3:00pm. For car-rider dismissal: students are called to the office by office staff when someone arrives to pick them up. Office staff will ensure that the person picking up the student is authorized and above the age of 18. Bus riders: Students are taken to the lunchroom and sat at tables with others who ride the same bus. Teachers and tutors check to ensure that students are ready to board their correct bus. Bus changes require student to present a note regarding the change to the bus driver. Buses leave the Primary School at 6:05pm and proceed to the Learning Center. Any student dropped off by parents or other agency must report to office.

ACE Club Bleckley 21st CCLC & Royal Academy at BCMS: . For car-rider dismissal students are called to the office by ACE Club 21st CCLC /Royal Academy staff when someone arrives to pick them up. ACE Club Bleckley 21st CCLC/Royal Academy staff will ensure that the person picking up the student is authorized and above the age of 18. Bus Riders: Ace Club @ BCES Students are brought to the gym at 5:55pm to sit and wait for instructions on when to board buses. Royal Academy students will dismiss to the bus at the bus ramp. One bus at a time is loaded. Any student dropped off by parents or other agency must report to office. Students at BCMS are taken to the bus ramp and allowed to load their respective bus at 6PM. When all students have been loaded buses are allowed to begin their route. Upon completion of routes bus drivers call in on the bus radio to give an all clear.

The Bleckley County Transportation Director make bus routes based upon the student addresses.

Parents are requested to make transportation changes no later than 3pm of the day that the change is requested.

When picking students up from the afterschool program, please be on time. If your student rides the schools bus please make sure someone is home to greet them, otherwise they will be brought back to the school and someone will have to come pick them up. Upon two instances of failure to pick-up students or no one home students may be dismissed from the program.

Communication with day school teachers

After School teachers and regular day school teachers communicate frequently to ensure that activities build upon concepts taught at the day school.

Communication with parents/guardians

ACE Club Bleckley 21st CCLC will communicate with parents to ensure they have a clear understanding of how well their student is progressing in academic work at 21st CCLC including attendance and behavior. Bleckley 21st CCLC will make contact with parents when they feel an issue needs to be addressed immediately such as illness or behavior.

Parent Engagement

Parents will be asked to attend events throughout the AfterSchool school year. These events will give parents/guardians the opportunity for educational and personal development. Attendance at these events shows students your support of that student as they pursue a good education.

Parents/guardians will be notified of the dates, time and locations of each event. Attendance at these events will be very important.

Parents/guardians are required to attend a minimum of 5 events.

Parent Guardian Responsibilities

- A. Parents please make sure your student attends the afterschool program each and every day. If you have a situation that requires your student to miss days please discuss this information with the Site Coordinators.
- B. If your contact information changes, please notify the 21st CCLC staff as soon as possible. It is very important that we are able to contact you, especially in the event of illness or injury.
- C. When picking students up from the afterschool program, please be on time. If your student rides the school bus please make sure someone is home to greet them, otherwise they will be brought back to the school and someone will have to come pick them up. Upon two instances of failure to pick-up students or no one home students may be dismissed from the program.
- D. At the end of each parent event you will be required to complete a short survey that lets us know how the program was and offers you ways to make suggestions as to how we can improve the program/s.
- E. Please contact the Ace Club Bleckley 21st CCLC staff with any questions or concerns.

Primary Royal Academy, ACE Club @ BCES and Royal Academy

sponsored by Bleckley 21st CCLC

Attendance Contract

To remain an active participation of the Primary Royal Academy, ACE Club @ BCES and Royal Academy Bleckley 21st CCLC program, students must attend regularly. Students with excessive unexcused absences will be dismissed from the program. The attendance policy can be located on page 11 of the Student/Parent Handbook. The attendance policy for ACE Club Bleckley 21st CCLC ensures that goals for the student and program are met for the year. Students are expected to maintain a 75% attendance rate. Bleckley 21st CCLC operates Monday-Thursday, 3-6 PM. Parents will be provided with a Bleckley 21st CCLC Afterschool Calendar.

Students Signature _____ Date ____/____/____

I promise to support the attendance policy set forth by Bleckley 21st CCLC Program and ensure that my child attends the program to maintain at least a 75% attendance rate.

Parent/Guardian Signature _____ Date ____/____/____

Primary Royal Academy, ACE Club @ BCES and Royal Academy

sponsored by Bleckley 21st CCLC

Behavior Contract

I, _____ agree to manage my behavior daily while I attend Primary Royal Academy, ACE Club @ BCES and Royal Academy Bleckley 21st CCLC Afterschool program/Summer Camp. I will refrain from speaking rude or inappropriate comments to tutors, teachers or others will result in a behavior mark. Inappropriate touches will result in a behavior mark and office referral. NO WARNING. Disrespectful behavior will not be tolerated. Arguing about disrespectful behavior will not be tolerated. Students are required to abide by all rules, NO EXCEPTIONS! There should be no loud talking, running, or playing in the halls as a class or individual. If you disrupt the class during silent reading, you will miss some of your break. Students must stay in their assigned seats at all time, students must request permission to get up from their seat. During recreation time, there will be no fighting or rough play, NO inappropriate language.

Students Signature _____ Date ____/____/____

As the parent of _____ I promise to support the rules set forth by Bleckley 21st CCLC. I will encourage my child to follow all the rules. If, I have concerns, I will contact the site coordinator. First Offense: Students receive verbal warning. (only expectation is for inappropriate touch which results in automatic suspension) Second Offense: telephone calls to parent/guardian. Third Offense: Suspension and possible removal from the Bleckley 21st CCLC Program.

**Primary Royal Academy, ACE Club and Royal Academy
Bleckley 21ST Century Community Learning Center**

RECIEPT OF STUDENT HANDBOOK

I, _____, have received a copy of the student handbook and understand that I have 3 days to review the handbook and have any questions answered.

Student Name (please print)

Parent Signature

Date

Primary Royal Academy, ACE Club @ BCES and Royal Academy Bleckley 21st Century After School Program will be in session

August 15, 2022 thru May 4, 2023