

# **21st Century Grant Program**

**Greeneville City Schools  
Serving**

**Hal Henard Elementary  
Highland Leadership Academy  
Tusculum View Elementary  
Greeneville Middle School  
Greeneville High School**

## **Parent/Student Handbook**

## **21<sup>st</sup> Century Grant Program**

Welcome to the 21<sup>st</sup> Century Grant Program. This handbook contains information regarding the before school, after school and summer program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you have about the 21st Century After-School Program.

The Greenville City Schools operate a before school, after school and summer program for the students at all of our locations. An outreach program of the summer program is a Bookmobile for the elementary students to encourage reading over the summer months and to decrease the summer learning loss.

### **Philosophy and Goals**

The 21<sup>st</sup> Century Program was established to provide quality, loving care for students. The staff recognizes the importance of balanced growth so they provide opportunities for mental, physical and emotional growth through a variety of creative experiences. Children are encouraged to learn and explore at their own speed in areas that interest them. We are pleased that you have chosen to allow us to be a part of the growth and development of your children.

### **Admissions**

A student is considered to be enrolled in the center only after the administrator confirms the availability of space and the required paperwork is received. This includes basic enrollment, contact information and health forms being updated and returned immediately so that the current information is always on file. This is for the safety of your student

The program is available to students with special needs. After school programming staff will consult with special education staff to make needed program modification for the student.

### **Hours and Days of Operation**

The program will be in operation Monday through Thursday. Programming hours vary by location, but may run from 2:15 through 6:00 depending on the release time of your child's school site. The program will be closed to observe the following holidays: Spring Recess, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Day, and New Year's Day as well as all other days designated by the school system as non-student days. Please see the calendar on the Greenville City Schools web site for specific dates.

## **Staff / Child Ratios and Maximum Group Size**

The 21<sup>st</sup> Century After School Program will not exceed the classroom student teacher ratio for each grade level.

Because we desire to provide a higher level of quality care we will maintain the required minimum staff /child ratio at all times.

## **Daily Schedules**

The student's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it.

### **Tusculum View Elementary School**

7:15 – 8:00 a.m.	Homework Help, Fitness and Enrichment Activities
3:10 -- 3:30 p.m.	School Dismissal, Snack and Restroom
3:30 – 4:15 p.m.	Academic Activities
4:15 – 5:00 p.m.	Enrichment Activities
5:00 – 5:15 p.m.	Dismissal

### **Greeneville Middle School Schedule**

2:55- 3:25pm	School Dismissal, Snack and Restroom
3:25-5:55pm	Academic and Enrichment Activities
6:00pm	Departure

### **Greeneville High School Schedule**

2:15-2:35pm	School Dismissal, Snack and Restroom
2:35-5:15pm	Academic and Enrichment Activities
5:20pm	Departure

## **Staffing**

The After-School Program is staffed with members of the teaching profession at each site. The Lead Teacher is a certified teacher, responsible for curriculum planning and implementation. The tutors are educators from the Greeneville City Schools; retired teachers or college students from the educational field or qualified hired personnel. All staff report to the Coordinator, 21<sup>st</sup> Century Learning Center. Staff is trained in program policies and procedures. In addition, staff receives training in ongoing and data based professional development including topics that address diverse needs of students and families.

## **Curriculum**

Our curriculum addresses a multitude of facets: personal discipline, social development and emotional well-being, and health and safety skills. We also address individual needs, personal interests and developmental levels. Personal choice and self-initiated learning experiences shall be encouraged and supported in curriculum planning.

Programming has been developed that strengthens the connection between academics and college preparedness/technical/ or post-secondary job preparedness/enrichment. This happens through careful planning and designing lessons that address that linkage taking into consideration individual needs, personal interests and developmental levels. Personal choice and self-initiated learning experiences are encouraged and supported in all curriculum planning. Our desire is for schools to provide programming that is creative and makes that connection through the development of learning centers and hands on real world activities. Offering opportunities for tutoring and academic support in reading and math skills via research based *I Ready* and *ALEKS* computer software; enrichment activities centering around (STEM) science, technology, engineering and math as well as other post-secondary education, training, college access and youth development activities. Our staff takes in to consideration your child's strengths and abilities and adapts curriculum and activities to the needs of the individual child regardless of their disability or learning style.

## **Tuition / Fees:**

**There is no charge for the program.**

## **Withdrawals**

Parents wishing to withdraw their student may do so at any time. A one-week notice, in writing, is appreciated.

## **Incllement Weather**

On rare occasions, it may be necessary to close the center due to poor weather conditions. We will make every effort to open our doors at the normal time. If circumstances should arise it will be posted on-line at [gcschools.net](http://gcschools.net), by the schoolcast messaging system and by the local media. The after school programs will not operate on days that the Greeneville City Schools are not in session

## **Student Selection Criteria**

All students in grades two thru twelve are eligible for this program, however, priority is given to those students who are most in need. In making referrals teachers will look at classroom grades, STAR test scores, the results of the TNReady testing, and other indicators of student success. Our goal is to

meet the needs of our most at risk students first and then allow other students to join the program depending on space availability.

### **Transportation**

**Transportation is provided for all of our students who reside within the school zone. Tuition students or students who reside outside of their zoned school must be transported by parents. If a parent so desires, they may pick up their child at the school at the designated time.**

*If a parent realizes that circumstances are beyond their control and they are going to be delayed pickup, a phone call is required. This is important.*

### **Arrival / Departure**

Students will report to the assigned program area at the end of the school day. The building coordinator will take attendance and provide students with snack. Students will be directed to the first session. At the end of this classroom time, program staff/teachers will assist students in transitioning to the next activity. At the end of the program day the after-school staff will facilitate dismissal. All students must have a transportation plan in place.

The After-School staff will be responsible for assuring that students depart promptly and safely via school bus or parent pick-up.

Should a parent pick up their child at the end of the programming day, parents are to make contact with their child's supervising staff member to ensure that the staff is aware that the student has been picked up. No child is permitted to be passed over a playground fence for pick up or drop off.

### **Supervision of School age Children**

School age children may run errands inside the building or use the restroom alone or in groups of no more than six children without adult supervision as long as the following conditions are met: children are within hearing distance of a staff member / teacher, the staff check on the children regularly until they return to the classroom and the restroom is for the exclusive use of the center. One group of no more than six school children, sixth grade age or older, may engage in activities which pose no physical risk to their safety in a room without a child care staff member, as long as the teacher can see or hear the children at all times and checks on the children periodically.

### **Confidentiality**

All volunteers and staff members have signed confidentiality agreements signifying their commitment to keeping each child's record and those of each family member confidential; this includes comments

of conversations regarding children of their families. To determine the possible impact of our program we do keep academic and behavioral records of participants. At no time will any personal information specific to an individual be shared with other students or other organizations.

### **School Cancellations**

The program will be closed when school has a cancellation. Please check local radio and television news stations, SchoolCast messaging, to keep up with possible cancellations.

### **Release of Students**

Staff will release students only to persons on the release form provided by the parent. If an emergency arises the parent must provide a written, signed note giving the person permission to pick up their child. Staff will check IDs on anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and they are not offended. The children's safety is our priority! Staff will not release students to anyone, including parents, who appear to be under the influence of drugs and alcohol. Emergency contacts will be called to transport the student's home. Police will be notified if necessary.

### **Custody Agreement**

If there is custody issue involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

### **Child Abuse Reporting**

All staff members are mandated reporters of child abuse. If staff has suspicions that a student is being abused or neglected, they must make a report to the local children's service agency. The safety of the student is always our first concern.

### **Fieldtrips / Transporting of Children**

**Emergency Situations:** The center will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted.

**Fieldtrips:** We will be taking periodic field trips, which will also be done with a trained staff member in a school bus. Completed and signed parent permission forms are required for each field trip. Field Trip permission forms will be sent home with students. Before departing the school, a count will be taken of all of the children, and they will be marked on a separate attendance sheet, specifically created for

the trip. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination and returning to the school. During the course of field trips, each staff member will have specific children that they are responsible for supervising. Before any student participates in field trips, the school will obtain written permission from the parent or guardian.

Students who do not have permission to attend a field trip will be provided with an alternate activity on site.

### **Code of Conduct and Discipline Policy**

The Greeneville City School System maintains high expectations that our students will conduct themselves appropriately at all times. At the heart of the Code of Behavior and Discipline are the virtues found in our character education program. Students are expected to use the Character Education Virtues of the Greeneville City School System to model positive Behavior. In order to assist student, parents, teachers, and administrators understand what is expected by positive behavior, the Character Education Virtues are defined as follows:

**KINDNESS-** The desire to show genuine sympathy and interest on others' well-being.

**COURTESY-** The ability to display positive behaviors that may be interpreted as being considerate, respectful, generous, polite and mannerly in school, home and community.

**FAIRNESS/JUSTICE-** The conviction to consider the individual work of each citizen as an important contribution to the common good of the school or the community.

**HONESTY-** The conviction to say and/or do the morally right thing, regardless of public rejection.

**SELF-DISCIPLINE-** The ability to control one's self for the sake of improvement.

**RESPECT-** The recognition of the basic worth and value of all human beings, which results in an individual relating to others in a manner which reflects dignity and honors humanity.

**COURAGE-** The internal strength to actively support convictions and beliefs.

**PERSEVERANCE-** The ability to pursue worthwhile goals in spite of obstacles and distractions.

**SELF-RESPECT-** The ability to use a belief in self-worth to recognize that choices exist in all situations and to resist negative peer pressure in making positive choices.

In order to insure that students behave in an appropriate manner and to insure that all students and teachers can learn and teach in a safe school environment, the Greeneville City Board of Education has established a Code of Behavior and Discipline. Teachers, administrators or any school personnel are authorized to take just and reasonable measures to establish effective school discipline. The authority to control student behavior shall be extended to buses and all activities of the school. Each school principal shall be responsible for implementation and administration in his/her school. He/she shall apply the Code of Behavior and Discipline uniformly and fairly to each student at the school without partiality or discrimination.

Students will receive punishment ranging from a verbal reprimand to the zero-tolerance policy being applied depending on the severity and nature of the misbehavior. Infractions are as follows:

1. Assaulting a principal, teacher, or student or any school employee with vulgar, obscene or threatening language;
2. Immoral or disreputable conduct toward a principal, teacher, or any school employee;
3. Engaging in fighting

4. Violence or threatened violence against the person or property of any personnel or any student attending or assigned to any school;
5. Possession of a pistol, gun or firearm on school property;
6. Possession of a knife or other weapons, etc., as defined in TCA 39-6-170, on school property;
7. Willful or malicious damage to the theft of real or personal property of the school or the property of any person attending or assigned to the school;
8. Unlawful use or possession of barbitol or legend drugs as defined in TCA 53-10-101;
9. Unlawful use or possession of alcohol;
10. The sale or distribution of drugs and alcohol;
11. Engaging in behavior which disrupts a class or school-sponsored activity;
12. Assault or battery on school employees;
13. Willful and persistent violation of the rules of the school or truancy;
14. Off-Campus criminal behavior resulting in felony charges or when such behavior poses a danger to persons or property or disrupts the educational process;
15. Use of or the unlawful possession of tobacco;
16. Any other conduct prejudicial to good order or discipline in the school.

#### ZERO-TOLERANCE BEHAVIOR

In order to assure a safe and secure learning environment free of drugs, violence, and dangerous weapons, any student who engages in the following behaviors will be subject to suspension for a period of not less than one (1) calendar year. Expelled means removed from the pupil's regular school or removed from school attendance all together. Nothing in this code shall be constructed to prohibit the assignment of expelled students to the alternative school. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis. Zero tolerance acts are as follows:

1. Who brings a drug, drug paraphernalia, or a dangerous weapon onto a school bus, onto school property or to any school event or activity; or
2. Who, while on a school bus, on school property or while attending any school event or activity:
  - a. Is under the influence of a drug; or
  - b. Possesses a drug, drug paraphernalia or dangerous weapon; or
  - c. Assaults or threatens to assault a teacher, student or other person.

#### **Meals and Snacks**

The school provides an afternoon snack. Each of the snacks will contain at least two nutritional foods. Please let us know ahead of time if your child is not permitted to have any type of foods due to allergies or religious beliefs.

#### **Accidents / Emergencies**

The center has devised several procedures to follow in the event that an emergency would occur while a child is in the after school program. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. In order to

prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills and periodic tornado drills. Should we need to evacuate due to fire, weather conditions, or the loss of power, heat, or water to the emergency destination, we will evacuate to a designated site. A sign will be posted in front of the center indicating that we have been evacuated and the location where you can pick up your child. If a parent cannot be reached, we will contact the emergency contact as listed on your child's enrollment information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident / injury staff will administer basic first aid and TLC. If the injury / illness would be more serious, first aid would be administered and the parent would be contacted immediately to assist in deciding an appropriate course of action. If any injury / illness are life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

Each after school program site will have an emergency first aid kit that will be kept on site and taken on field trips. First Aid supplies will be reviewed and replaced annually.

An incident / injury report will be completed and given to the person picking up the child on the day of the incident / injury if any of the following occur. If the child has a serious illness, accident, or an injury which requires first aid from a medical professional, the child has to be transported by emergency squad to prevent jeopardizing the safety of the child. If a child requires emergency transportation, the report shall be available within the 24 hours when there is a general emergency, serious incident, injury or illness. The report will be provided to licensing staff within 3 days of the incident.

When an incident/injury report is completed the original copy is intended for the parent or guardian and a copy will be logged in a notebook that will be located at the building site.

## **Medications**

The after school program does not normally administer medication to children with the exception of a medically required inhaler or epi-pen.

Parents must sign a release form stating that they are permitting their child to have access at all times to an inhaler or Epi-pen. The student must keep the inhaler or Epi-pen on his or her person at all times or remain in the possession of the site coordinator/teaching team in a secure location. It may not be

stored in a cubby or book bag. Anytime the student is unable to maintain control of the inhaler must be handed directly to the staff member responsible for the student.

### **Supplements or Modified Diets**

If your child requires a food supplement of a modified diet, you must secure written information from your physician regarding this. Please speak with administrator for more details regarding this.

### **Parent Participation**

Parents are encouraged to participate whenever possible in the activities at the center. Parents have unlimited access to all areas of the building used for student activities during hours of operation. Teachers are available to discuss a student's progress or needs at any time. However, due to staff responsibility and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times.

Each school will have family involvement meetings during the school year. These will be advertised to the parents and parents are encouraged to attend these meetings.

Parents please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems before they grow into bigger problems. Staff fully realizes that you trust us with your child and we want our relationship to be a good one.

### **Parent Workshops**

Parents will be provided with both formal and informal opportunities to be involved with their child's participation in the after school program. Parents will be invited to attend workshops and training sessions related to helping their child improve academically and/or to help with post-secondary preparedness. Parents are welcome to attend the After-School Program and must inform staff of their intent to attend and sign in /sign out.

## Comptrollers Notice Report Fraud, Waste & Abuse

### Fraud, Waste and Abuse Hotline

- **Fraud**– An intentional deception that violates a law or the public trust for personal benefit or the benefit of others.
- **Waste** – Behavior involving the extravagant, careless, or needless use of government funds, property, and/or personnel.
- **Abuse** – Behavior involving the use of government funds or property that a prudent person would not consider reasonable and necessary business practice given the facts and circumstances.

Since October 1983, the Comptroller of the Treasury has provided a toll-free hotline for reporting fraud, waste and abuse of government funds and property. Periodicals throughout Tennessee publish information to alert citizens to the hotline and to encourage them to report wasteful, inefficient or fraudulent activities. In addition, all state agencies, as well as those agencies receiving community grant funds, are required to call attention to the hotline by displaying in a prominent place signs with the following language:

If you observe an agency director or employee engaging in any activity which you consider to be illegal, improper or wasteful, please call the State Comptroller's Toll-Free Hotline: **1-800-232-5454**

Calls and online submissions to the hotline should concern allegations of fraud, waste, and abuse. Substantive notifications, may concern a wide range of entities, including municipalities, counties and state agencies and departments. In the event of nonsubstantive notifications, such as requests for assistance or information, the reporting party may be referred to the appropriate agency or department for assistance.

### Child Abuse Policy

**The administrator and each employee of the facility is required, under Tennessee law to report their suspicions of child abuse or child neglect to the local public children services agency.**

### Non Discrimination Policy

**It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C 12101 et seq.**

***This information must be given in writing to all parents, guardians and employees.***

