

2019-2020

T.R.A.C.K.S. Program Policies and Parent Handbook
(Afterschool Extended Learning)

Franklin County Schools
21st Century Community Learning Center



Alabama Community Education Association

Lisa Gann
Program Director

This 21st Century Community Learning Center Program is intended to be a high quality enrichment experience providing opportunities for growth and development in the physical, emotional, social, and intellectual areas. We are an extended day learning program.

We offer:

Safe, Supervised Environment

Academic Enrichment

Hands-on reading and math instruction

Arts and crafts

Outdoor recreational activities

STEM & STEAM

Snack provided at no cost

Gardening

Technology provided with iPads and Chromebooks

Health and Medical Information

For the protection of all children in the program, a child will not be admitted to the program while he/she has a fever. We need your help in keeping contagious diseases such as colds and flu out of the program. When your child is sick, you will be called and you are expected to make arrangements to pick up your child as soon as possible.

Prescription and non-prescription medicine can be given ONLY when a written "School Medication Authorization" form is completed, dated, and signed by the parent/guardian and the doctor. All prescription medication must be brought to school in an appropriately labeled pharmacy container. Parents/guardians must bring medications to school. DO NOT send medicines on the bus or with the student.

Cuts, scratches, etc. will be treated by washing with soap and water only.

In case of an accident or illness, the program will notify the parent/emergency contact named on the registration form.

Accidents and Injuries

If a serious injury occurs, 911 will be called first and the parents/emergency contact next. We will ask where the parent wants the child taken and what physician to notify. We will grant these requests as much as possible. We will get to the nearest hospital if that is recommended by the EMT staff. If it is not a life/death situation, we will try to notify the physician/facility listed on the registration form.

Please make sure you have sicknesses, illnesses, allergies, etc. listed on your child's registration form.

Special Activities/Parental Involvement

All children will be provided the opportunity to participate in outside activities. When field trips are scheduled, a signed trip permission form must be on file for the child/children to participate.

Fieldtrip information will be sent home when planned so that you will know what is planned and if there will be an extra cost.

Activities scheduled during the extended day program are for all children. We encourage all children to participate in these learning experiences.

To maintain this as a free program, parents are required to attend a minimum of one involvement activity each semester. Your site coordinator will give you information about these events.

Termination of Services

Parents should send a letter/written notice to inform the child's teacher and site coordinator that the child will not be coming to the after school program. Please sign and date this notice.

Absences

The parent must notify the teacher and T.R.A.C.K.S. site coordinator any time your child will not be in attendance.

If your child is NOT going to stay on a particular day which he/she normally stays, parents/guardians MUST provide written notice to the teacher and site coordinator that your child/children will not be coming that day. We will not accept the student saying “momma said ride the bus home”. We must have a note, signed, and dated.

This grant is provided to give Franklin County students the opportunity to improve. This program is free to you, therefore, your child/children are required to attend at least 4 days each week. Of course, we do not want your children at school if they are sick. If your child cannot attend regularly, we need to give his/her spot to the next child on the waiting list.

Departure

Parent/guardian/listed person must come into the site to pick up and sign out their children. NO EXCEPTIONS. In case of an emergency, parent/guardian must call the Site Coordinator and identify the person picking up the child. Identification will be required.

The T.R.A.C.K.S. program will close promptly at the designated time. If you are late, there will be a charge of \$5 for every five minutes or a portion thereof past the closing time that the child remains at the site. The charges are to be paid at the time the child is picked up.

If the person authorized to pick up the student at the afterschool site is more than ½ hour late and there is no response from anyone assigned to pick up the student, the program director will be contacted. At that time, the proper authorities will be contacted to come to the site and take custody of the student.

Rules and Discipline

Students will be held to the same codes of conduct as those prescribed in the Student Code of Conduct adopted by the Franklin County School Board of Education. Your student was given this book at the beginning of the school year. You should have read and discussed this book with your child, then signed and returned the last page of the book stating this.

Site Coordinators will be in charge of on site discipline. Problems are to be referred to the school principal and program director.

Discipline will be consistent and fair. All students must conform to the program rules and cooperate with the program staff members.

Unacceptable behavior will result in a “write up”. Parents will be notified and asked to sign the “write up”. After 5 “write ups” per semester, the student could be suspended for a determined number of days. If these efforts fail to result in appropriate behavior, the student will be dismissed from the program. Time out, loss of privileges, parent conference, student conference, will all be used in a process to avoid a “write up”.

Severe unacceptable behavior such as stealing, harming another child, etc. will result in an automatic “write up” and/or suspension.

Some common sense behavior guidelines for students:

Students should:

Go directly to the designated meeting place after school.

Always walk when going from one place to another.

Stay seated and quiet during snack and attendance time.

Talk/Whisper quietly at the appropriate “talk” times.

Clean up and place trash in the trash cans. Leave each place better than you found it.

Keep your hands to yourself at ALL times.

Always listen to the teacher and follow directions.

Respect others and their property. If you tear it up, you pay for it.

Students should never leave designated area without an adult.

Emergency Procedures

The Site Coordinator will work with all afterschool staff members to see that drills for emergency situations are planned and carried out.

The after school programs will follow the same school day guidelines for severe weather. If a warning is issued, the site coordinator will order all students and staff members to proceed immediately to the designated area and stay there until an all clear is given.

If the regular school day is dismissed early due to weather conditions, all T.R.A.C.K.S. programs will automatically be closed and no further notification is necessary.

If school does NOT dismiss early but the program directors deems it necessary to close due to inclement weather, parents will be notified immediately.

Homework Procedures

**** The funding for this program is based largely on the students' academic improvement and attendance. This program takes an aggressive approach regarding the completion of homework; however, this program does NOT take the place of mom and dad being an active part of your child's learning. PLEASE listen to your child read. Ask about your child's day. Look at your child's work. If your child knows it is important to you, it will be important to your child. Review for tests with your child!!!

Students are required to bring homework assignments.

If students do not have assigned homework, they are expected to do other academic activities during homework time.

On occasion, homework may not be completed. The child may have excessive homework due to classwork not being completed or the child being absent. There will be occasions each week, that your child will get to participate in STEM/STEAM activities. These extra activities are so important for the children and are required to continue this grant.

Grievance Procedures/Bragging Rights

Our staff should take every precaution to keep your child safe. Each person should work together to improve your child's academic and social goals. Any problems regarding the 21st Century T.R.A.C.K.S. program, should be directed to the program director, Lisa Gann, email lialerchgann@franklin.k12.al.us, phone 256-332-3404 extension 7028, mailing address TES, Lisa Gann 145 Highway 80 Russellville, AL 35654.

Please sign the sign in sheet provided by the site coordinator stating you have received this document.