

# **SCHOOL DISTRICT OF INDIAN RIVER COUNTY**

## **21<sup>st</sup> CENTURY COMMUNITY LEARNING CENTERS**



### **2018-19 PARENT HANDBOOK**

**Christopher Kohlstedt, Principal, Pelican Island Elementary (772) 564-6500  
Denise Bennett-Campbell - 21<sup>st</sup> CCLC Coordinator (772) 564-6547**

**Letitia Whitfield-Hart, Sebastian Elementary Principal (772) 978-8200  
Mr. Hudson and Ms. Hall, Sebastian Elementary 21<sup>st</sup> CCLC Coordinators  
(772) 978-8261 or 978-8200**

**Elizabeth Tetreault, Treasure Coast Elementary Principal (772) 978-8500  
Daphna Vogel, Treasure Coast Elementary 21<sup>st</sup> CCLC Coordinators  
(772) 978-8500**

**Susan Thigpen, 21<sup>st</sup> CCLC Project Supervisor (772) 564-4978**

Notes:



**21<sup>st</sup> CENTURY PROGRAM  
INDIAN RIVER COUNTY SCHOOL DISTRICT  
STUDENT/PARENT ACKNOWLEDGMENT FORM**



The 21<sup>st</sup> Century Community Learning Center (CCLC) is a grant program offered at three locations in the School District of Indian River County: Pelican Island Elementary, Sebastian Elementary and Treasure Coast Elementary. The program offers safe havens to students and families while providing opportunities for on-going learning experiences. There will be an academic program and homework assistance/tutoring offered Monday through Friday evenings. **It is important that each child attend at least the one hour academic session daily. All 21<sup>st</sup> CCLC students must participate for at least the one hour of academics each day until 5:00 p.m. at Sebastian and 5:15 p.m. at Treasure Coast.** Enrichment activities will follow the academic hour and all students are encouraged to participate. **Family group activities will be offered monthly on specified evenings and weekends. Please attend as many family activities as possible with your child.** Family participation is a vital part of our grant funding and non-attendance can put the program at risk to be non-renewed.

Our program is set up with a staff to student ratio of 1:10 for academic subject areas and 1:15 for enrichment activities. Your child must be able to participate appropriately in a large group setting. Positive reinforcement is used in dealing with students. We will not allow harassment or bullying, and have a “zero tolerance” policy for any weapons or controlled substances. We have a behavior/discipline policy that states if your child has a discipline issue, you will receive a Behavior Notification form. If your child receives three of these forms, he/she will be suspended for three to five days. The fourth write up will result in termination from the program. We do reserve the right to suspend or terminate immediately if a child’s behavior warrants it. Please refer to your parent handbook for more information.

Our program begins at the end of the school day and continues until 6:00 p.m. Monday through Thursday and until 5:30 p.m. on Fridays. We will not be open on non-school days, early release days or the evenings of conference nights due to limited space and because the teachers must work their regular school jobs.

Please read and discuss the Parent/Student handbook with your child. Then sign this form and return it to the site coordinator at your child’s school along with the completed registration forms. **You will be notified if there is a space available in your child’s grade level. Bus services will not be available this year.**

\_\_\_\_\_ Student Name

\_\_\_\_\_ School



\_\_\_\_\_ Parent/Guardian Name (Print)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_ Parent/Guardian Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

***Please return this signed form to your 21<sup>st</sup> CCLC School Coordinator with your registration forms.***

Florida's 21st Century Community Learning Centers (21<sup>st</sup> CCLC) program is a key component of the "No Child Left Behind Act" and is an opportunity for students and their families to continue to learn new skills and discover new abilities after the school day has ended. *The focus of this program is to provide expanded academic enrichment opportunities for children attending Title 1 or Title 1 eligible schools.* The 21<sup>st</sup> CCLC grant is authorized under Title IV, Part B, of the Elementary and Secondary Education Act (ESEA), as amended by the No Child Left Behind Act of 2001.



## **INDIAN RIVER COUNTY SCHOOL DISTRICT 21<sup>ST</sup> CCLC PROGRAM**

The School District of Indian River County (SDIRC) was awarded a five year 21<sup>st</sup> CCLC grant in December, 2009 for two district schools; Pelican Island Elementary and Thompson Magnet. When Thompson Magnet was closed in 2010 the grant was transferred to Glendale Elementary with the majority of the Thompson Magnet students. In June, 2015 the SDIRC was awarded a five-year grant for Sebastian Elementary and Treasure Coast Elementary Schools. In the 2016-17 school year Pelican Island was awarded a 21<sup>st</sup> CCLC grant.

**This is a FREE program for students enrolled at Pelican Island Elementary, Sebastian Elementary and Treasure Coast Elementary.**

Through a collaborative effort between the 21st Century Community Learning Center (CCLC), the School District of Indian River County, and other community agencies as well as other community partners Pelican Island Elementary, Sebastian Elementary and Treasure Coast Elementary Schools will successfully provide after-school academically focused classes. Periodic reports as requested by the 21<sup>st</sup> CCLC regarding 21<sup>st</sup> CCLC student's academic progress will be prepared anonymously for reporting to the 21<sup>st</sup> CCLC grant administrators.

Each site operates on the School District of Indian River County Board approved Instructional Calendar schedule approved each school year. *No programs are held on days of early release for students, holidays, or parent conference nights.* A 21<sup>st</sup> CCLC staff member will be available at each site during the evening conference times.

The 21<sup>st</sup> CCLC program begins at the end of the school day until 6:00 p.m. Monday through Thursday. Friday's hours are until 5:30 p.m. **All 21<sup>st</sup> CCLC students must participate for at least the one hour of academics each day.** We usually have a waiting list and students can be asked to leave the program if they do not participate regularly.

Every student is provided a snack by the Food Service Department of the Indian River County School District at the beginning of the program. **Any food allergies your child may have should be communicated with the site coordinator and the school nurse.**

Students in this program work on academics, homework, and use the technology lab to help improve their academic performance. The site coordinator collaborates with the student's classroom teachers to support the student's needs. Opportunities for physical/recreational activities and nutrition education are offered to help students to develop habits that lead to lifelong healthy lifestyles.



Below is a sample of a student's schedule:

GRADE	TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
All Students	3:15- 3:40	SNACK CAFETERIA	SNACK CAFETERIA	SNACK CAFETERIA	SNACK CAFETERIA	SNACK CAFETERIA
All Students	3:45-4:15	Homework Assistance	Homework Assistance	Homework Assistance	Homework Assistance	Homework Assistance
All Students	4:15-5:15	Project – based Academic Activities for 1 hour	Project – based Academic Activities for 1 hour	Project – based Academic Activities for 1 hour	Project – based Academic Activities for 1 hour	Project – based Academic Activities for 1 hour
All Students	5:15-6:00	Personal Enrichment/ Performing Arts	Personal Enrichment/ Performing Arts	Personal Enrichment/ Performing Arts	Personal Enrichment/ Performing Arts	<i>*Friday Release time is 5:30 p.m.</i>

**PARENT/FAMILY INVOLVEMENT** is a very important component of your child's education; we encourage each adult family member to participate in this program as much as his/her schedule allows. Each month there is a Family Activity offered in the evenings for the parent and their student. Activities may include but are not limited to Adult Education Classes, Effective Parenting Workshops, Mathematics, Science, Literacy/Reading nights, and Community/Family Events. These events are structured for you to spend time with your child in a group activity; at least one parent/guardian or adult family member must be with each of our students to participate. In addition, all family members are encouraged to take advantage of other programs offered in the Indian River County School District such as the Treasure Coast Technical Center. Schedules of upcoming classes for GED prep, English Language, Computer Courses, Nursing, Welding, and many other program information will be available in the 21<sup>st</sup> CCLC School Coordinator's office or call 564-4970 for further information.

**VOLUNTEERING** is an excellent way to show your commitment to the program. We welcome you to join us at any time in a way that you are comfortable in helping. We have had parents come to read and listen to students read, help with science projects, share about their job, or share their knowledge about a subject/career. If you have an idea or skill that you would be willing to share, please talk with your site coordinator.



### **21ST CCLC ATTENDANCE POLICY**

Attendance is a very important part of our program. In order for your child to be successful and receive the help he/she needs they must attend the academic hour daily. **All 21<sup>st</sup> CCLC students must participate for at least the one hour of academics each day.** Attendance also plays a large part in how the program is funded. **It is important that each child attend each day and for as long as possible daily. When students are absent, funding is reduced, increasing the possibility of the loss of the program.** We must have staff available as if all students are attending, so we are counting on your child's participation every day.

Parents are responsible for contacting the site coordinator if their child will be out and to send a note when they return; this note will be put in the student's file. If a child has a prior commitment a written notice containing the parent's signature and stating the reason for the weekly/monthly absence must be provided. This notice will become part of the student's file. Because we have a waiting list for available seats frequent absences may result in your child's removal from the program.

### **EXCUSED ABSENCES:**

- Illness of student
- Serious illness or death of family member
- Head lice or nits
- Doctor or dental appointments
- Legal matters
- Religious holiday or training
- Unforeseen emergencies (i.e. natural disasters)
- Prior commitment that has been documented in student file by parent



Site Coordinators will send notes home with students having over four days a month of unexcused absences. Continued excessive absences may result in the student being removed from the program to allow space for another student on the waiting list.

### **21ST CCLC EMERGENCY POLICY:**

**The 21<sup>st</sup> Century Community Learning Center staff are not permitted to dispense any medications.**

In case of an accident or illness, the parent/guardian of the child will be called. **Please be sure we have your correct phone numbers, student medical information, and address on file.**

In serious/emergencies the parent will be contacted and 911 may be called. Directions from the EMT will be followed until the parent/guardian has arrived. If EMT determines the need to transport the student and the parent/guardian has not yet arrived, then the student will be transported. Once parent/guardian arrives on campus they will be updated on the transportation of student. Parents/guardian of student will be responsible for the cost, if any, of the emergency vehicle and/or emergency room.



**21ST CCLC CODE OF CONDUCT:**

The 21<sup>st</sup> CCLC Program follows all the same guidelines/rules as listed in the *Student Code of Conduct for the School District of Indian River County*. It can be found on the SDIRC webpage: [www.indianriverschools.org](http://www.indianriverschools.org) If you have not received a copy from the school please let us know and we will be sure you receive one.



**Consequences:**

1 <sup>st</sup> offense	Student will conference with teacher and site coordinator, parent is notified
2 <sup>nd</sup> offense	Student will receive written notice, parent notified
3 <sup>rd</sup> offense	Student will be suspended from the program, parent notified
4 <sup>th</sup> offense or serious offense	Termination from the program, parent notified

*It is understood that if a student jeopardizes the safety of other students or the program, the child will be dismissed immediately.* Reasonable efforts will be made to assist students within the program, but the program reserves the right to suspend or terminate a child at any time if a serious problem exists.

**LATE PICK-UPS:**

**Students must be picked up by 6:00 p.m. on Monday through Thursday or 5:30 p.m. on Fridays.** The sites are not staffed after these hours. *A child may be dismissed if he/she is picked up late three times.*

The 21<sup>st</sup> Century Program looks forward to working with you and your child. Enrollment is continuously open during the school year although there may be a waiting list at certain grade levels. If you have not already completed the registration packet and are interested in the program you may print the forms included on our webpage [www.indianriverschools.org](http://www.indianriverschools.org) or pick one up at your school office. After completing the form please return it to the school site coordinator or school front office. **You will receive a phone call once your child has been accepted into the program** and you will receive further information about his/her schedule and upcoming events. If you have further questions, please contact the site coordinator listed below.



**INDIAN RIVER COUNTY SCHOOL DISTRICT 21<sup>st</sup> CCLC CONTACTS:**

Dawn Bennett/Tracy Crawford School Coordinator – Room #509	Mr. A.Hudson & Ms.K. Halls School Coordinator – Room #511	Mrs. Daphna Vogel School Coordinators-Room #117
Pelican Island Elementary 21 <sup>st</sup> Century Office - Room #509 1355 Schumann Drive Sebastian, FL 32958 772-564-6547 <a href="mailto:dawn.bennett@indianriverschools.org">dawn.bennett@indianriverschools.org</a> <a href="mailto:tracy.crawford@indianriverschools.org">tracy.crawford@indianriverschools.org</a>	Sebastian Elementary 21 <sup>st</sup> Century Office – Room #509 400 Sebastian Blvd Sebastian, FL 32958 772-978-8261 or 772-978-8200 <a href="mailto:keshia.halls@indianriverschools.org">keshia.halls@indianriverschools.org</a> <a href="mailto:audestine.hudson@indianriverschools.org">audestine.hudson@indianriverschools.org</a>	Treasure Coast Elementary Main Office Desk 8955 85 <sup>th</sup> Street Sebastian, FL 32958 772-978-8500 <a href="mailto:daphna.vogel@indianriverschools.org">daphna.vogel@indianriverschools.org</a>
Mr. Christopher Kohlstedt Pelican Island Elementary 1355 Schumann Drive Sebastian, FL 32958 772-564-6500 <a href="mailto:christopher.kohlstedt@indianriverschools.org">christopher.kohlstedt@indianriverschools.org</a>	Mrs. Letitia Whitfield-Hart, Principal Sebastian Elementary 400 Sebastian Blvd Sebastian, FL 32958 772-978-8200 <a href="mailto:letitia.whitfield@indianriverschools.org">letitia.whitfield@indianriverschools.org</a>	Elizabeth Tetreault, Principal Treasure Coast Elementary 8955 85 <sup>th</sup> Street Sebastian, FL 32958 772-978-8500 <a href="mailto:elizabeth.tetreault@indianriverschools.org">elizabeth.tetreault@indianriverschools.org</a>

## **21ST CCLC ATTENDANCE POLICY**

Dear Parent/Guardian:

It has come to our attention that some 21<sup>st</sup> CCLC students are being picked up early each day. We are requesting that your child attend at least the one hour of academics each day.

Attendance is a very important part of our academic program. In order for your child to do well and receive the help he/she needs, **it is important that each child attend at least the one hour academic session daily. All 21<sup>st</sup> CCLC students must participate for at least the one hour of academics each day until 5:00 p.m. at Sebastian and 5:15 p.m. at Treasure Coast.** Attendance also plays a large part in how the program is funded. When students are absent or leave early, funding is reduced, increasing the possibility that the program could be terminated. We must hire staff to cover all students who are registered so it is important that your child attends each day. If you cannot participate for the one hour each day you may be dismissed from the program.

Parents are responsible for contacting the site coordinator if their child will be out or cannot attend the academic period and to send a note when they return; this note will be put in the student's file. If a child has a prior commitment for a weekly/monthly event, written notice containing the parent's signature and stating the reason for the weekly/monthly absence must be provided. This notice will become part of the student's file.

### **EXCUSED ABSENCES:**

- Illness of student
- Serious illness or death of family member
- Head lice or nits
- Doctor or dental appointments
- Legal matters
- Religious holiday or training
- Unforeseen emergencies
- Prior commitment that has been documented in student file by parent

**PLEASE NOTE: The 21<sup>st</sup> Century Community Learning Center staff are not permitted to dispense any medications**

Site Coordinators will send notes or call home when students have four (4) days a month (or more) of unexcused absences. Continued excessive absences may result in the student being removed from the program to allow space for a more committed student on our waiting list. We currently have students on a waiting list and would like to serve them if your child cannot attend on a regular basis.

If you have any questions you may reach us at:

Pelican Island Elementary 564-6547

Sebastian Elementary 564-8261

Treasure Coast Elementary 978-8500

21<sup>st</sup> Century Community Learning Center Office 564-4978

Thank you for your assistance.







# 21st Century Community Learning Calendar

*Pelican Island Elementary,  
Sebastian Elementary  
and Treasure Coast Elementary Schools*

The 21<sup>st</sup> CCLC Program will follow the School District of Indian River County's Calendar and will not be in session on Early Release Days, Conference Nights, or Student Days off from School. (See below)

The 21<sup>st</sup> CCLC Program will begin on **August 20, 2018 and the last day will be May 20, 2019.**

**The days off from 21<sup>st</sup> Century will include the following dates:**

<b>2018</b>	<b>2019</b>
<b>August 22<sup>nd</sup> – Early Release Day</b>	<b>January 16<sup>th</sup> – Early Release Day January 22<sup>nd</sup> -Martin Luther King, Jr. Day–No School** January 31<sup>st</sup> - Conference Night-Elementary</b>
<b>September 3<sup>rd</sup> -- Labor Day Holiday-No School September 10<sup>th</sup> - Holiday September 19<sup>th</sup> -- Early Release Day</b>	<b>February 18<sup>th</sup> - President's Day Holiday -No School February 27<sup>th</sup> - Early Release Day</b>
<b>October 11<sup>th</sup> -- Conference Night-Elementary October 17<sup>th</sup> – Early Release Day</b>	<b>March 13<sup>th</sup> – Early Release Day March 18<sup>th</sup> - 22<sup>nd</sup> – Spring Break- No School</b>
<b>November 14<sup>th</sup> - Early Release Day November 19<sup>th</sup> – 23<sup>rd</sup> –Thanksgiving Break - No School</b>	<b>April 19<sup>th</sup> – Early Release Day</b>
<b>December 18<sup>th</sup> -21<sup>st</sup> --Early Release Day-Exams December 24, 2018 – January 7, 2019 - Winter Break</b>	<b>May 21<sup>st</sup> – 24<sup>th</sup> – Early Release - Exams</b>



**Florida's 21<sup>st</sup> CCLC**  
**Soaring Beyond Expectations**