

Jersey Shore Area Elementary 21st CCLC Program Student/Family Handbook

2020-2021



**Funded in full or in part
With a grant provided by the
Pennsylvania Department of Education**

Jersey Shore Area Elementary 21st CCLC After-School Program Staff

Members

Ms. Adrienne Johnston, Principal and Program Director

Ms. Jennifer Berry-Propst, Assistant Principal and Program Director

Mrs. Mary Aungst, Teacher

Mrs. Amy Bischof, Teacher

Mrs. Mary Engel, Teacher

Mr. Aaron Kemnitz, Teacher

Mrs. Megan Kodish, Teacher

Mrs. Diane Mantek, Teacher

Dr. Jennifer McKee, Teacher

Mrs. Jeanne Reeder, Teacher

Mrs. Donnica Confair, Paraprofessional

Mrs. Andrea Decker, Paraprofessional

Mrs. Stacy Edkin, Paraprofessional

Mrs. Caroline Hufnagle, Paraprofessional

Mrs. Kathy Logue, Paraprofessional

Mrs. Christine Naugle, Paraprofessional

Mrs. Karen Wells, Paraprofessional

Program Contact Information

570-398-7120

ajohnston@jsasd.org

Program Goals and Objectives

1. To provide academic enrichment activities for students in grades one through five.
2. To provide homework assistance and academic support for students.
3. To provide additional library, STEM, health, and technology access to students outside of the school day.
4. To provide quality after-school care, supervision and snack to students free of charge to parents.
5. To improve students' academic performance.

Program Hours

The Jersey Shore Area Elementary 21st CCLC after-school program operates Monday through Friday from 2:30 p.m. to 5:00 p.m. The program is not in operation on any days on which school is dismissed early.

The Jersey Shore Area Elementary 21st CCLC summer program operates Monday through Thursday from 8:00 a.m. to 1:00 p.m. during scheduled weeks in the summer.

Absences from 21st CCLC Program

If your child is not able to attend 21st CCLC after-school program on a given day, please send a note or email to the child's homeroom teacher that morning. This allows the homeroom teacher and office staff to be aware of dismissal plans in order to ensure that your child gets home safely. If no note or email has been received by the homeroom teacher, your child will be expected to stay for after-school program.

Early Dismissal from 21st CCLC Program

If your child will be dismissed early from the 21st CCLC after-school program on a given day, it is helpful to send a note to his or her homeroom teacher that morning. This allows us to plan ahead to make early dismissal go smoothly and promptly. If you are unable to send a note ahead of time, you may call the school office at 570-398-7120 or come to the office in person. When you arrive to pick up your child, press the buzzer to be admitted into the office. After stating your child's name to the office personnel on duty, you will be asked to sign your child out before leaving the school building.

Student Pickup Procedures

If you are picking up your student by car, you can pull your vehicle into the "car loop," which is the loop in front of the main entrance and closest to School Road, or the entrance to the high school. You may remain in your vehicle, and a staff member will walk your child out to meet your vehicle. If your child normally rides a bus home and you need to pick him or her up by car, please send a note, email or call the school the same day to inform staff members of a change in dismissal arrangements.

Automated Phone Home

Jersey Shore Area School District uses One Call Now, a telephone communication tool that sends important messages and provides attendance information to families. If you are registered with the school district to receive communication through One Call Now, you may receive a message regarding the 21st CCLC program using this form of communication.

Communication Between Home and 21st CCLC

Please feel free to communicate with the 21st CCLC after-school program through email, phone, notes, or face-to-face communication. You may email our program director at ajohnston@jsasd.org. You may also call the Jersey Shore Area Elementary School office at 570-398-7120 during normal school hours, 7:00 a.m. to 3:00 p.m., or during JSAE 21st CCLC program hours, 2:30 p.m. to 5:00 p.m. Please feel free to also send a note with your child or make an appointment to speak with any of our staff members.

Transportation

Bus transportation is provided to ALL students enrolled in the Jersey Shore Area Elementary 21st CCLC program. Even if students live in close proximity to the school, bus transportation is available due to darkness at the time of dismissal during some parts of the school year. If you have any questions or concerns regarding transportation for 21st CCLC, please contact the program director, Adrienne Johnston, at ajohnston@jsasd.org or 570-398-7120.

Bus Rules and Regulations

Bus riding is a privilege. For safety and convenience, all students must comply with the following rules. Parents will be notified when pupils fail to comply. Repeated violations may result in suspension of the privilege of riding buses.

1. Students are to be in the place assigned, both morning and evening, ready to board the bus at least five minutes early and must leave the bus at the designated stop.
2. Students must stand back from the roadway in an orderly line and wait until the bus comes to a full stop before entering the roadway to board the bus; students must wait for the bus to come to a full stop before leaving seats to leave the bus.
3. Students must take a seat after they board the bus.
4. Students must keep hands and head inside the bus.
5. Students must conduct themselves properly.
 - a. Students must never bother the driver while the bus is in motion.
 - b. Students must cooperate with the driver.
 - c. Students must obey the driver and report promptly to the principal when instructed to do so by the driver.
 - d. Students should keep track of personal property.
 - e. Students must not damage a bus; compensation for damages will be charged to the students' parents.
 - f. Students may not eat on the bus.
 - g. Students may not possess or use tobacco in any form on the bus.

h. Students may not engage in loud talking, fighting, pushing or shoving, throwing anything, or moving from one seat to another (unless instructed to do so by the driver) on the bus.

i. Students may not bring or use electronic devices of any kind on the buses unless written permission has been granted by their principal to bring, but not to use, such devices to school for a special purpose.

j. Students should keep to a minimum the number of personal possessions such as band instruments and projects that they carry on the bus. These items must be held by the student. The bus company is not responsible for the care of these possessions.

k. Students may not bring water pistols or any spraying devices on the bus.

l. Students may not light matches or lighters on the bus.

m. Students may not bring or use alcoholic beverages on the bus. Narcotics of any kind are also forbidden as are weapons of any kind.

6. Students must warn the driver of approaching danger if the driver is unaware of the danger.

Procedures for Bus Infractions

Students who have committed acts of misbehavior are subject to the following penalties:

1. Pushing, hitting, shouting, tripping, littering, profane language, insulting driver, eating or drinking, opening windows against driver's orders, arms or heads out of the window, refusing to identify himself to the bus driver, or other similar offenses deemed by the principal to merit the following penalties:
 - First Offense -- A warning and parents will be notified.
 - Second Offense -- Suspension of riding privileges for three (3) days.
 - Third Offense -- Suspension of riding privileges for fifteen (15) days.
2. Fighting, smoking, damaging the bus, throwing objects in the bus, throwing objects out the windows, opening exit doors, or other similar offenses deemed by the principal to merit the following penalties:
 - First Offense -- Suspension of riding privileges for three (3) days.
 - Second Offense -- Suspension of riding privileges for thirty (30) days (Review case after ten (10) days).
 - Third Offense -- Suspension of riding privileges for remainder of the year. Review case after thirty (30) school days).
3. Hitting or pushing the bus driver, throwing objects at the bus driver when he is on or off the bus, or other similar offenses deemed by the principal to merit the following penalty:
 - First Offense -- Immediate suspension of riding privileges (Review case after thirty (30) school days). The name(s) of student(s) and the nature of the misconduct shall be reported in writing on proper form by the bus driver. Acts of misbehavior, which occur during the morning trip, shall be reported upon arrival at school the same day that the alleged misbehavior occurred. Alleged misconduct occurring during the afternoon bus trip will be reported the following morning. Every effort will be made to effect

disciplinary procedures within a 24-hour period. However, a student brought to school by the school bus shall be returned home by bus prior to the beginning of any suspension of his riding privileges. Principals shall notify the parents of the misconduct and of any disciplinary action which had been taken.

Program Visitors

The Jersey Shore Area Elementary 21st CCLC welcomes and encourages visits to the school by parents and family members. To ensure order in the program, it is necessary to establish guidelines governing program visits. The program director has the authority to prohibit the entry of any person to the building in accordance with the following procedures:

- Upon their arrival at the learning center, visitors must register at the office, where they will receive instructions.
- Staff members shall be expected to require that a visitor has duly registered at the school office and received authorization to be present at the JSE 21st CCLC.
- No visitor may confer with a student in the 21st CCLC without the approval of the program director. A buzzer system for visitor identification has been established at the JSAE 21st CCLC. Visitors will be expected to state their names and the nature of the business they will be conducting at the school prior to being admitted into the building. Visitors may be asked to show photo identification. Should an emergency require that a student be called to the school office to meet a visitor, the program director shall be present during the meeting. The JSAE 21st CCLC has established these guidelines for the protection of all our children.

Attendance

Data shows that students benefit most when they participate in the maximum amount of program time offered. While not all students can participate in the full amount of program all of the time, we remain committed to the pursuit of all students attending all pieces of each program daily as the pinnacle goal while also allowing flexibility to be factored into the equation in a way that allows for consistency and fairness. (21st CCLC Rural Grant RFA)

Registering Students

If you are interested in registering a student for the JSAE 21st CCLC program, please contact the school office at 570-398-7120 or email Ms. Johnston at ajohnston@jsasd.org.

Withdrawing Students

If you wish to withdraw your child from the JSAE 21st CCLC program, please send a note, email or call the school office at 570-398-7120. For safety and attendance purposes, it is very helpful to know definitively that a child will no longer be attending the program if that is the case.

Student Responsibilities

Students are responsible for the following:

- Attending the JSAE 21st CCLC every day unless they have a note or notification from a parent stating they will not be attending.

- Reporting to their assigned 21st CCLC classroom when walkers are dismissed each day.
- Being honest when asked by staff members if they have homework and if it has been completed or not.
- Following all school, program, and classroom rules.

Homework

An important component of the JSAE 21st CCLC program is homework assistance and time to complete homework. Students must be honest with staff members when asked if they have homework and if it has been completed or not. Staff at the JSAE 21st CCLC program will do our very best to make sure every student has his/her homework completed before leaving the program each day. However, if students claim there is no homework, there is little that can be done to assist the student with his/her homework. If you have questions or concerns about homework completion, please feel free to email or call the program director.

Student Discipline

The JSAE 21st CCLC expects students to conform to reasonable standards of socially acceptable behavior, respect the rights, person and property of others, and preserve the degree of order necessary to the educational program in which they are engaged and obey the constituted authority and respond to those who hold that authority. Students are expected to act in a reasonable, sensible manner that reflects the general attitudes and beliefs of this community. Each disciplinary case will be treated on an individual basis. It is our expectation that students will follow the school, program, and classroom rules and listen to staff members. Should they choose not to, they may receive the following consequences: reprimand by a staff member, contact with parents, parent conference, loss of privileges, time out in the office, removal from the program on a temporary basis, or removal from the program on a permanent basis.

Bullying/Cyberbullying

The JSAE 21st CCLC is committed to providing a safe, positive learning environment for all students. The JSAE 21st CCLC recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the JSAE 21st CCLC prohibits bullying by students. Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting. A student who violates this policy shall be subject to appropriate disciplinary action which may include: counseling with the program director; parental conference; loss of privileges; exclusion from program-sponsored activities; removal from the program on a temporary basis, or removal from the program on a permanent basis. (Reference: JSASD Board Policy 249 Bullying/Cyber-bullying)

Snacks

As part of the JSAE 21st CCLC program, daily snacks are provided at the after-school program. There is no charge for students. If students wish to pack an additional snack for after-school program, they may. No sharing of food is permitted between students due to possible student allergies.

Toys, Games, Devices

Toys, games, and electronic devices should not be brought to the JSAE 21st CCLC program. The JSAE 21st CCLC cannot be responsible for any lost or stolen items. Inappropriate items, like toy knives or guns of any kind, are strictly forbidden at the JSAE 21st CCLC. Parents will be called to pick up such items should students bring them to school.

Electronic Communication Devices

Students are prohibited from using any electronic or digital device (such as cell phones or cameras) while in 21st CCLC, while using transportation provided by 21st CCLC, or while participating in program-related activities. If students carry a cell phone or similar item for safety purposes, it should remain in the student's backpack during JSAE 21st CCLC program hours and transportation. Parents will be called to pick up such items should they become a distraction or a violation of other students' rights.

Fire and Other Emergency Drills

An emergency plan has been created for the JSAE 21st CCLC program. Practice fire drills and emergency drills will be conducted once per month during the JSAE 21st CCLC program.

Care of School Property – JSASD Board Policy 224

The Board believes that the schools should help students learn to respect property and develop feelings of pride in community institutions. The Board charges each student in the district's schools with responsibility for the proper care of the school property, school supplies and equipment entrusted to the student's use. It is the policy of the Board that students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents/Guardians shall be held accountable for the actions of their child. The Board may report to appropriate juvenile authorities any student whose damage of school property is serious or chronic in nature. In no case shall referral to juvenile authorities be made without prior notification to the student's parent/guardian. The cost of school property destruction or defacement by a student shall be charged directly to the student and parents/guardians. Other penalties may be assessed by the school administration or by the laws of the Commonwealth of Pennsylvania.

Weapons

Weapons and replicas of weapons are forbidden on Jersey Shore Area Elementary School property. Weapons include but are not limited to: any type of firearm, any knife, metal knuckles or artificial knuckles of any kind, cutting instrument, cutting tool, nunchaku stick, straight razor, explosives, fire crackers, noxious, irritating or poisonous gasses, poisons, slingshot, and any other tool, instrument, implement or chemical capable of inflicting serious bodily injury or death. The foregoing does not apply to any object which is specifically authorized by school officials. Disciplinary and legal action will be taken against any student who violates the policy and/or any student who assists another student in violating the policy in any way. Upon discovery of a violation, the following actions will be taken:

1. The weapon will be confiscated.
2. The police will be notified, and the weapon turned over to them.
3. The parents/guardians will be notified and asked to come to school immediately.

4. The student will be removed from the JSAE 21st CCLC program permanently.

**Computer and Internet Acceptable Use – see JSASD Board Policy 815 -
<https://go.boarddocs.com/pa/jsasd/Board.nsf/Public#>**